

**Millville Public Charter School  
Regular Board Meeting  
June 17, 2024**

**Convenes at 5:25 p.m. in the Conference Room at 1101 Wheaton Ave, Millville, NJ 08332**

- I. CALLED TO ORDER
  - A. Call to Order by the Board President 5:25 PM
- II. STATEMENT FOR THE BOARD OF TRUSTEES MEETING
  - A. Public Notice of this Meeting was advertised in the South Jersey Times on and the Reminder on June 1, 2023.
- III. PLEDGE OF ALLEGIANCE
  - A. Led by Mr. Thomas Ludwig
- IV. ROLL CALL
  - A. Dave Parkhill, President- Present  
Ellen Booz, Trustee- Present  
Clarence Gunter, Trustee- Present  
Lakeysha Williams, Trustee- Present  
Jasmine Vargas, Trustee -Absent
  - B. Also Present:
    1. Matthew Ackiewicz, Superintendent- Present  
CCCSN Executive Director- Present  
CCCSN Deputy Director- Present  
Dennis Zakroff, Board Secretary/Business Administrator- Present  
Christina Murphy, Treasurer - Present  
Joseph Keyek, Facilities Manager- Present  
Jennifer Hagan, HR Coordinator -Present  
Thomas Ludwig, Principal - Present  
Dr. Thomas Santone, Assistant Principal – Present
- V. REVIEW OF AGENDA
  - A. Questions
- VI. OPEN TO PUBLIC
  1. The public may ask questions pertaining to agenda items only.
- VII. ELECTION OF OFFICERS
  - A. The Board Secretary opens the floor The Board Secretary opens the floor for nominations for Board President for nominations for Board President
    1. 1. Motion by Ms. Ellen Booz and second by Mr. Clarence Gunter to nominate Mr. Dave Parkhill for Board President.
    2. Motion by Mr. Clarence Gunter and second by Ms. Lakeysha Williams for the Board Secretary to close the floor nominations for Board President
    3. Roll Call to appoint Mr. Dave Parkhill as President of the Board of Trustees  
ROLL CALL  
Mr. Dave Parkhill – Yes  
Ms. Ellen Booz – Yes  
Mr. Clarence Gunter – Yes  
Ms. Lakeysha Williams – Yes
    4. The Board President assumes control of the meeting at 5:28 PM

- B. The Board President opens the floor for nominations for Vice President
  - 1. Motion by Mr. Dave Parkhill and second by Ms. Ellen Booz for the Board Secretary to close the floor nominations for Board Vice President
  - 2. Motion by Mr. Dave Parkhill and second by Ms. Lakeysha Williams to nominate Mr. Clarence Gunter for Board Vice President.
  - 3. Roll Call to appoint Mr. Clarence Gunter as Vice President of the Board of Trustees
- C. ROLL CALL
  - Mr. Dave Parkhill – Yes
  - Ms. Ellen Booz – Yes
  - Mr. Clarence Gunter – Yes
  - Ms. Lakeysha Williams – Yes

VIII. APPOINTMENT OF PROFESSIONALS

- A. Motion by Ms. Ellen Booz and second by Mr. Dave Parkhill to approve items 1 through 6 under Appointment of Professionals.
  - 1. Recommend approval to appoint Gladwyn Baptist, M.D., as School Physician for the 2024-2025 school year at an annual rate of \$500.00.
  - 2. Recommend approval to appoint Joseph Keyek as the Certified Educational Facilities Manager for the period July 1, 2024 through June 30, 2025.
  - 3. Recommend approval to appoint Joseph Keyek as the AHERA program manager for the 2024-2025 school year.
  - 4. Recommend approval to appoint Dennis Zakroff as the School Business Administrator/Board Secretary through the shared services agreement with Vineland Public Charter School
  - 5. Recommend approval to appoint Bowman and Company, LLP, as School Auditor for the 2024-2025 school year. The unmodified external peer review has been received and reviewed
  - 6. Recommend approval to appoint Joseph Betley of Capehart Scatchard as school board attorney.
- B. ROLL CALL
  - Mr. Dave Parkhill – Yes
  - Ms. Ellen Booz – Yes
  - Mr. Clarence Gunter – Yes
  - Ms. Lakeysha Williams – Yes

All were in favor and the motion carried

IX. BUSINESS AND OPERATIONS

- A. Motion by Mr. Clarence Gunter and second by Ms. Lakeysha Williams to approve items 1 through 13 under Business and Operations
  - 1. Recommend approval of Ocean First Bank as the Official Depository for the 2024-2025 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., Treasurer
    - Payroll 647400088 Board Sec., Board Pres., Treasurer\*
    - Payroll Agency 647400260 Board Sec., Board Pres., Treasurer\*
    - Unemployment 647400286 Board Sec., Board Pres., Treasurer\*
    - Student Activity 647400278 Board Sec., Board Pres., Treasurer\*
  - 3. Recommend approval of The Reminder and the South Jersey Times as the official newspapers for the 2024-2025 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 to conduct Board of Trustee meetings according to the Parliamentary authority established by Robert's Rules of Order
6. Recommend approval of deductions from employees' paychecks to VOYA and Lincoln Investment as tax sheltered 403(b) plans and Colonial Life - Roth 403(b) and disability insurance.
7. Recommend approval of the Chart of Accounts as outlined in the Uniform Minimum Chart of Accounts for New Jersey Public Schools
8. Recommend approval to adopt the Board of Trustees Policy Manual, procedures, textbooks and curriculum as presented on file for the 2024-2025 school year
9. Recommend approval to appoint Dennis Zakroff as the 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, 2024 through June 30, 2025, and to establish the bid threshold at \$44,000 and the Quote threshold at \$6,600
10. Recommend approval for Dennis Zakroff, 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 establish a petty cash fund in the amount of \$200 for the 2024-2025 school year
12. Recommend approval of the following school district officials for the 2024-2025 school year.  
Lead Person - Matthew Ackiewicz  
Title IX Coordinator - Dr. Valerie James Public  
Agency Compliance Officer - Dennis Zakroff  
Affirmative Action Officer -Dennis Zakroff  
504 Officer - Mr. Thomas Ludwig
13. Recommend approval for Dennis Zakroff, Business Administrator, to make adjusting entries as necessary to finalize the 2023-2024 accounting records

B. ROLL CALL

- Mr. Dave Parkhill – Yes
- Ms. Ellen Booz – Yes
- Mr. Clarence Gunter – Yes
- Ms. Lakeysha Williams – Yes

All were in favor and the motion carried

X. EXECUTIVE SESSION None Required

XI. APPROVE MINUTES

- A. Motion by Ms. Ellen Booz and second by Mr. Dave Parkhill to approve the Minutes of the Regular and Executive sessions held on May 13, 2024.

B. ROLL CALL

- Mr. Dave Parkhill – Yes
- Ms. Ellen Booz – Yes
- Mr. Clarence Gunter – Yes
- Ms. Lakeysha Williams – Yes

All were in favor and the motion carried

## XII. OLD BUSINESS

## XIII. FINANCE

- A. Motion by Mr. Dave Parkhill and second by Ms. Lakeysha Williams to approve items 1 through 33 under Finance.
1. Recommend approval of line item transfers for the Month of May 2024. (Backup L-1)
  2. Recommend the approval of the Board Secretary's Reports in April. 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 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 May 2024. The Treasurer's Report and the Secretary's Reports are in agreement for the month of May 2024. (Backup L-3)
  4. Recommend approval of the bills as attached in the amount of \$473,651.70 (Back-up L-4)
  5. Recommend approval of the following payrolls (Backup L-5):  
May 15, 2024 - \$145,572.89  
May 31, 2024 - \$145,664.96
  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 (appropriations section) 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 to approve the expense reclassification report for May 2024. (Back-up L-6)
  8. Recommend to approve the service agreement with OMNI and TSACG for the 2024-2025 school year in the amount of \$1,500. (Back-up L-7)
  9. Recommend to approve the auditing services of Bowman and Company for the fiscal year ending on June 30, 2024. (Back-up L-8)
  10. Recommend to approve the New Jersey Public Charter School Association membership dues for the 2024-2025 school year in the amount of \$7,125. (Back-up L-9)
  11. Recommend to approve proposal with MMPF Architects for the interior renovation of the Cafe in the amount of \$8,500. (Back-up L-10)
  12. Recommend approval to appoint Rue Insurance as broker for General Liability and Property Insurance for the 2024-2025 school year (Back-up L-11)
  13. Recommend to approve the repair agreement with South Jersey Elevator. (Back-up L-12)
  14. Recommend to approve the resolution appointing a Risk Management Consultant. (Back-up L-13)
  15. Recommend to approve the shared services agreement between Vineland, Millville, and Bridgeton Public Schools for instructional, administrative, and support staffing and services for FY25.
  16. Recommend approval to use up to the full fund balance for budgeting purposes.
  17. Recommend approval to participate in a joint purchasing system with VPCS as "Lead Agency" for the 2024-2025 school year
  18. Recommend to approve the participation in the Community Eligibility Provision (CEP) for the 2024-2025 school year
  19. Recommend to approve the SRI and ETTC Hours with Stockton University for the 2024-2025 school year. (Back-up L-14)

20. Recommend to approve the quote with Great Minds for the 2024-2025 school year for math curriculum in the amount of \$12,264.25 (Back-up L-15)
21. Recommend to approve the quote with Wilson Language Training for the 2024-2025 school year in the amount of \$2,818.80 (Back-up L-17)
22. Recommend to approve the quote with IXL for the 2024-2025 school year in the amount of \$3,750. (Back-up L-18)
23. Recommend to approve the quote with Sweetwater in the amount of \$900.29. (Back-up L-19)
24. Recommend to approve the quote with TCI for the 2024-2025 school year in the amount of \$31,019.50 (Back-up L-20)
25. Recommend to approve the quote with Committee for Children for the 2024-2025 school year in the amount of \$2,595 (Back-up L-21)
26. Recommend to approve the invoice with CDK for the 2024-2025 school year in the amount of \$4,995 (Back-up L-22)
27. Recommend to approve the invoice with ESS for the 2024-2025 school year in the amount of \$680. (Back-up L-23)
28. Recommend to approve the invoice with EduTrak for the 2024-2025 school year in the amount of \$3,521 (Back-up L-24)
29. Recommend to approve the quote with Multi-Temp Mechanics in the amount of \$8,851 (Back-up L-25)
30. Recommend to approve the proposal with MMPF in the amount of \$4,470 (Back-up L-26)
31. Recommend to approve the agreement with Positive Behavior Supports Corp for the 2024-2025 school year. (Back-up L-27)
32. Recommend to approve the quote with Great Mind for the 2024-2025 school year for Wit and Wisdom in the amount of \$12,435.09 (Back-up L-28)
33. Recommend to approve the proposal with Urie Associates (Back-up L-29)

B. ROLL CALL

- Mr. Dave Parkhill – Yes
- Ms. Ellen Booz – Yes
- Mr. Clarence Gunter – Yes
- Ms. Lakeysha Williams – Yes

All were in favor and the motion carried

XIV. POLICY UPDATES (None)

XV. PERSONNEL

- A. Motion by Mr. Dave Parkhill and second by Ms. Ellen Booz to approve items 1 and 2 under Personnel.
  1. Recommend approval of the staff list and salaries for the 2023-2024 school year as attached. (Backup PER-1)
  2. Recommend approval of the personnel actions as listed in the attached. (Backup PER-2)
- B. ROLL CALL
  - Mr. Dave Parkhill – Yes
  - Ms. Ellen Booz – Yes
  - Mr. Clarence Gunter – Yes
  - Ms. Lakeysha Williams – Yes

All were in favor and the motion carried

#### XVI. FACILITIES

- A. Motion by Ms. Ellen Booz and second by Mr. Dave Parkhill to approve item 1 under Facilities.
  - 1. Reports as presented by Mr. Joseph Keyek.
- B. ROLL CALL
  - Mr. Dave Parkhill – Yes
  - Ms. Ellen Booz – Yes
  - Mr. Clarence Gunter – Yes
  - Ms. Lakeysha Williams – Yes

All were in favor and the motion carried

#### XVII. SCHOOL OPERATIONS

- A. Motion by Mr. Clarence Gunter and second by Mr. Dave Parkhill to accept the Principal's reports.
  - 1. Reports as presented by Mr. Thomas Ludwig or Dr. Thomas Santone
- B. ROLL CALL
  - Mr. Dave Parkhill – Yes
  - Ms. Ellen Booz – Yes
  - Mr. Clarence Gunter – Yes
  - Ms. Lakeysha Williams – Yes

All were in favor and the motion carried

#### XVIII. SUPERINTENDENTS REPORT

- A. Motion by Ms. Ellen Booz and second by Mr. Clarence Gunter to accept the Superintendent's reports.
  - 1. Reports as presented by Mr. Matthew Ackiewicz (S-1).
    - Preparing to close out school year and start for next year
    - Preparing documentation for Renewal
    - Mr. Parkhill stated Ms. Doelp did a great job with graduation and thanked her for her hard work
    - Updated the Safe Return Plan, done twice a year
- B. ROLL CALL
  - Mr. Dave Parkhill – Yes
  - Ms. Ellen Booz – Yes
  - Mr. Clarence Gunter – Yes
  - Ms. Lakeysha Williams – Yes

All were in favor and the motion carried

#### XIX. EXECUTIVE DIRECTOR'S REPORT

- A. Motion by Mr. Dave Parkhill and second by Ms. Lakeysha Williams to accept the Executive Director's reports.
  - 1. Report as presented by Dr. Garcia.
    - Graduation was nice evening
    - Thank Mr. Ludwig and Dr. Santone for their work in their 1<sup>st</sup> year
    - Graduation night went well and well attended

Pleased with the building

- B. ROLL CALL
  - Mr. Dave Parkhill – Yes
  - Ms. Ellen Booz – Yes
  - Mr. Clarence Gunter – Yes
  - Ms. Lakeysha Williams – Yes

All were in favor and the motion carried

XX. ADJOURNMENT

- A. Next Meeting is on July 15, 2024.
- B. Motion by Ms. Ellen Booz and second by Mr. Dave Parkhill to adjourn the meeting at 5:58 PM.
- C. ROLL CALL
  - Mr. Dave Parkhill – Yes
  - Ms. Ellen Booz – Yes
  - Mr. Clarence Gunter – Yes
  - Ms. Lakeysha Williams – Yes

All were in favor and the motion carried

Respectfully submitted

Dennis Zakroff

Board Secretary/ Business Administrator