

**Millville Public Charter School  
Regular Board Meeting  
January 27, 2025**

**Convenes at 5:15 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 5:22 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 24, 2024.

**III. PLEDGE OF ALLEGIANCE**

A. Led by Mr. Tom Ludwig

**IV. ROLL CALL**

A. Dave Parkhill, President- Present  
Clarence Gunter, Vice President- Present  
Ellen Booz, Trustee- Absent  
Lakeysha Williams, Trustee- Absent  
Jasmine Vargas, Trustee -Present

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  
Edward Avena, Comptroller- Present  
Thomas Ludwig, Principal - Present  
Dr. Thomas Santone, Assistant Principal -Present  
Shina Howerton, Assistant Principal -Present

**V. REVIEW OF AGENDA**

A. Questions - No questions

**VI. OPEN TO PUBLIC**

1. The public may ask questions pertaining to agenda items only.

**VII. APPROVE MINUTES**

A. Motion by Mr. Clarence Gunter and second by Ms. Jasmine Vargas to approve the Minutes of the Regular and Executive sessions held on December 16, 2024.

B. ROLL CALL

Mr. Dave Parkhill – Yes  
Mr. Clarence Gunter- Yes  
Ms. Jasmine Vargas- Yes

All were in favor and the motion carried

**VIII. OLD BUSINESS**

## IX. FINANCE

- A. Motion by Mr. Dave Parkhill and second by Mr. Clarence Gunter to approve items 1. through 15. under Finance.
1. Recommend approval of line item transfers for the Month of December 2024. (Backup L-1)
  2. Recommend the approval of the Board Secretary's Reports in December. 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 December 2024. The Treasurer's Report and the Secretary's Reports are in agreement for the month of December 2024. (Backup L-3)
  4. Recommend approval of the bills as attached in the amount of \$617,162.35 (Back-up L-4)
  5. Recommend approval of the following payrolls (Backup L-5):  
December 15, 2024 - \$201,817.46  
December 31, 2024 - \$6,982.38  
December 31, 2024 - \$161,902.07
  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 December 2024. (Back-up L-6)
  8. Recommend to approve the quote with Electric Security Solutions in the amount of \$610.47 for monitoring of the fire alarm system from October 2024 till June 2025. (Back-up L-7)
  9. Recommend to approve the travel voucher for Jamie Carolla in the amount of \$25.46. (Back-up L-8)
  10. Recommend to approve the Budget Summary, Cash Flow Statement and Budget Narrative for the 2024-2025 Fiscal Year based on October 15, 2024 count (Back-up L-9)
  11. Recommend to approve the License and Services Agreement with Social Institute. (Back-up L-10)
  12. Recommend to approve the Charter and Renaissance School Project Emergent and Capital Maintenance Funds for new Playground equipment (Back-up L-11)
  13. Recommend to accept and to approve the Corrective Action Plan for the 2024 Fiscal Year (Back-up L-12)
  14. Recommend to accept the Audit Report and approve the School Fiscal Audit for year ended June 30, 2024, and Summary of Audit Report was distributed. (Back-up L-13)
  15. Recommend to approve the contract with ABS Facility Solutions, LLC in the amount of \$40,000 from February 1, 2025- June 30, 2025. (Back-up L-14)
- B. ROLL CALL  
Mr. Dave Parkhill – Yes  
Mr. Clarence Gunter- Yes  
Ms. Jasmine Vargas - Yes

All were in favor and the motion carried

## X. POLICY UPDATES

- A. Motion by Mr. Clarence Gunter and second Mr. Dave Parkhill by to approve item 1 under Policy. Reading of Policy Alert #234.
- B. ROLL CALL
  - Mr. Dave Parkhill – Yes
  - Mr. Clarence Gunter- Yes
  - Ms. Jasmine Vargas - Yes

All were in favor and the motion carried

## XI. PERSONNEL

- A. Motion by Mr. Dave Parkhill and second by Ms. Jasmine Vargas to approve items 1 and 2 under Personnel.
  - 1. Recommend approval of the staff list and salaries for the 2024-2025 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
  - Mr. Clarence Gunter- Yes
  - Ms. Jasmine Vargas - Yes

All were in favor and the motion carried

## XII. FACILITIES

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

All were in favor and the motion carried

## XIII. SCHOOL OPERATIONS

- A. Motion by Mr. Clarence Gunter and second by Ms. Jasmine Vargas 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
  - Mr. Clarence Gunter- Yes
  - Ms. Jasmine Vargas - Yes

All were in favor and the motion carried

## XIV. SUPERINTENDENTS REPORT

- A. Motion by Mr. Dave Parkhill and second by Mr. Clarence Gunter to accept the Superintendent's reports.

1. Reports as presented by Mr. Matthew Ackiewicz
2. Board Evaluation (Backup E -1) Board Evaluation due by 2/28/25  
Mr. addressed the ICE issues and preparedness of the schools for safe environment

B. ROLL CALL

- Mr. Dave Parkhill – Yes  
Mr. Clarence Gunter- Yes  
Ms. Jasmine Vargas - Yes

All were in favor and the motion carried

XV. EXECUTIVE DIRECTOR'S REPORT

- A. Motion by Mr. Dave Parkhill and second by Mr. Clarence Gunter to accept the Executive Director's reports.

1. Report as presented by Dr. Garcia.  
Working with Rosemawr on refinancing the school to pay principal and interest  
Talking with the Cumberland County Improvement Authority for the Bonding  
Go Eagles!  
Mr. Dave Parkhill announced he will be retiring from the board in June 2025.

B. ROLL CALL

- Mr. Dave Parkhill – Yes  
Mr. Clarence Gunter- Yes  
Ms. Jasmine Vargas - Yes

All were in favor and the motion carried

XVI. ADJOURNMENT

- A. Motion by Mr. Clarence Gunter and second by Ms. Jasmine Vargas to adjourn the meeting at 6:02 PM.

B. ROLL CALL

- Mr. Dave Parkhill – Yes  
Mr. Clarence Gunter- Yes  
Ms. Jasmine Vargas - Yes

All were in favor and the motion carried

- C. Next Meeting February 24, 2025

Respectfully submitted

Dennis Zakroff

Board Secretary/ Business Administrator