

Academy Charter High School

1725 Main Street

Lake Como, New Jersey 07719

Phone (732) 681-8377

THURSDAY, DECEMBER 7, 2017 BOARD OF TRUSTEES MINUTES

CALL TO ORDER BY SECRETARY:

This meeting is being held in compliance with the provisions of Chapter 231, Public Law 1975 known as the "Open Public Meeting Act". Notice of this Meeting was furnished to the Asbury Park Press, Coaster and/or the Coast Star and posted upon the front door of the Academy Charter High School and/or the Bulletin Board located on the first floor of the School. There will be NO smoking during the public meeting. The exits are marked for emergency purposes.

ROLL CALL	<u> </u> p <u> </u> Kimberly Brock	<u> </u> P <u> </u> Frankie Winrow
	<u> </u> P <u> </u> Robertha Walters	<u> </u> P <u> </u> Everett Mitchell
	<u> </u> A <u> </u> Ed Johnson	<u> </u> A <u> </u> Perry Lattiboudere
	<u> </u> P <u> </u> Napier Humphrey	
	<u> </u> P <u> </u> Mary Jo McKinley	<u> </u> P <u> </u> David Block
	<u> </u> P <u> </u> Jarred Shaw	<u> </u> A <u> </u> Kim Fiero / Fred Niemann
	<u> </u> P <u> </u> Shawn Heeter	

Meeting Commenced at: 5:32 pm

Open Public Forum: Agenda Items Only

OLD BUSINESS:

NEW BUSINESS:

Dr. McKinley Update – Organization

Division of Vocational Rehabilitation (DVR) has added a new program for children aged 14-21 who have an IEP or 504. The goal is to provide workplace readiness training and experience in supportive employment conditions. We have 6 students and families that are meeting to further explore the opportunities. The goal is to integrate this as a readiness program for our work internships senior year.

The Memorandum of Agreement is ready for approval. There have been no changes to the agreement since 2015. The next change will be a provision regarding life-streaming of our closed circuit feed to the police department.

We have registered our students with Brookdale for the spring semester. To date that includes 3 juniors and 6 seniors.

In March 2018 we will offer our juniors and seniors the opportunity to take the SAT here. The cost is \$8 per student. The opportunity is provided by College Board for identified districts based on the percentage of low income students.

Poster Printer - Friends of ACHS has purchased a poster printer for the school.

Recruitment - We have been accepting student applications for the incoming class. A mailing was sent to homes in AP and Neptune last week. We are looking to put up posters in shops in AP next week.

The day before Thanksgiving break the ACHS faculty and staff served our students a Thanksgiving feast. Thanks to Mr. & Mrs Brennan for the donation of turkey, fried chicken and desserts. The other foods were prepared by the ACHS staff.

Winter Sports are beginning. Opening day for girls and boys basketball is Friday December 15. The schedule is posted on the website. The bowling team entered their first tournament last Saturday in Lakewood. It was a great experience and they even beat St. John Vianney in a head to head game.

The ESports team begins fall playoffs this Saturday and will qualify for the National in Dallas, TX this June. They finished the fall season ranked 2nd in the East Coast and 6th nationally out of 53 teams.

Ms. Fuerges, Asst Coach of the girls basketball team would like to bring her work with the F3B Program to ACHS. She would oversee the fundraising so that 3-4 female basketball players could travel to Senegal for two weeks this summer. During that time, in addition to tours and visiting the Embassy, the girls would help run basketball clinics. The trip also includes trips to Dakar and Gambia.

Mr. Jarred Shaw Update – Curriculum & Instruction

November Saturday school included a play group and a rap performance. Attendance was high.

Winter MAP testing begins this Monday. We are measuring students' growth from the fall testing.

PARCC fall administration begins after winter break.

We sold back some old, out-of-date books to earn about \$200.

Mr. Shaw interviewed substitute candidates to increase our pool of substitutes. Three candidates are on the agenda tonight.

Ms. Kapalko arranged a visit from Mona Haydar a Muslim poet/rapper who met with the Arabic class and as spoke in a school assembly. She addressed the issue of diversity and acceptance.

There will be a new science assessment this spring for 11th grade students. This is replacing the EOC Biology assessment.

INSTRUCTIONAL REPORT:

Staff Attendance Report

Student Attendance Report

Student Discipline Report

Enrollment - 183 (188); 9th - 47 (47); 10th - 46 (48); 11th - 49 (50); 12th - 41 (43)

(Attachment #1)

ADDITIONAL REPORTS AND DISCUSSION:

Mr. Shawn Heeter Update – Dean's Report / School Safety and Security

December 15 is the first Rewards Trip. Students will be going to NJ PARC HipHop Nutcracker. Unfortunately it is the same day as the pep rally so there are conflicts in scheduling.

Dr. McKinley and I met with the judge in Asbury Park to review the new attendance requirements. We decided to file complaints a bit earlier to bring the issue to the family's attention. This is an effort to work on a corrective response before the damage is great in terms of loss of credit for the student..

Chronic absenteeism is hovering 20% at this date.

Teachers are beginning to implement lunch detentions which helps students with commitments after-school.

In response to Ms. Winrow, Mr. Heeter described the use of ISS for just one block. This was added to the pyramid for Level 1 infractions. It follows administrative detention.

Mr. David P. Block Update – Business Office / Facilities Update

Audit Presentation by Ms. Kathy Perry of Jump, Perry & Company

The audit was delivered to the County office, uploaded to the DOE portal and delivered to Trenton by the December 5, 2017 deadline. The Management Report reviews the areas required by the DOE. All was in order. There were no findings. The CAFR report indicates that money was pulled from the Fund Balance as expenditures exceeded revenues. The fund balance is \$213,024. There were no findings.

Last Thursday the new benefits plan was presented to the staff. We are waiting for state approval for February 1 start date since we are outside the open enrollment plan. A representative came from HBCBS yesterday to answer staff questions. Staff have the option of buying up to other plans as well.

When the fiscal year’s revised budget figures are received from the state we will make the mid-year revised budget and present it to the board.

RECOMMENDATIONS OF THE DIRECTOR:

A. Board of Trustee Business

A1. RESOLUTION TO ACCEPT THE RESIGNATION OF BOARD OF TRUSTEE MEMBER, MS. TASHA YOUNGBLOOD-BROWN, EFFECTIVE IMMEDIATELY

Motion by K. Brock Seconded by F. Winrow to accept the resignation of Board of Trustee Member, Ms. Tasha Youngblood-Brown, effective immediately, as stated in her letter dated November 27, 2017 (**Attachment #2**).

Roll Call:

K. Brock Y R. Walters Y F. Winrow Y E. Johnson A
N. Humphrey Y E. Mitchell Y P. Lattiboudere A

B. Approval of Minutes

B1. BE IT HEREBY RESOLVED BY THE ACADEMY CHARTER BOARD OF TRUSTEES to accept the minutes of the following Board of Trustees Meeting; Regular Meeting for November 2, 2017 (**Attachment #3**):

Motion: R. Walters

Second: N. Humphrey

Roll Call:

K. Brock Y R. Walters Y F. Winrow Y E. Johnson A
N. Humphrey Y E. Mitchell Y P. Lattiboudere A

C. Personnel

C1. RESOLUTION TO APPROVE SCHOOL-WIDE SUBSTITUTE TEACHERS

Motion by F. Winrow Seconded by R. Walters on recommendation of the Director to approve the following as school-wide substitute teachers for the 2017-2018 school year at a rate of \$95.00 per day (**Attachment #4**):

Joanna Kudrick
Amanda Waldron
Marjorie Moore

Roll Call:

K. Brock __Y__ R. Walters __Y__ F. Winrow __Y__ E. Johnson __A__
N. Humphrey __Y__ E. Mitchell __Y__ P. Lattiboudere __A__

C2. RESOLUTION TO APPROVE ASSISTANT GIRLS BASKETBALL COACH FOR THE 2017-2018 SCHOOL YEAR

Motion by F. Winrow Seconded by R. Walters on recommendation of the Director to approve the following coaches for the 2017-2018 school year (**Attachment #5**):

Asst. V Girls Basketball Coach	Ms. Joyel Furges	Year 1	\$ 2,000
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Roll Call:

K. Brock __Y__ R. Walters __Y__ F. Winrow __Y__ E. Johnson __A__
N. Humphrey __Y__ E. Mitchell __Y__ P. Lattiboudere __A__

C3. RESOLUTION TO APPROVE SCHOOL SOCIAL WORKER INTERN TO COMPLETE 100 HOUR INTERNSHIP WITH DISTRICT CHILD STUDY TEAM

Motion by F. Winrow Seconded by R. Walters on recommendation of the Director to approve the following school social worker intern for 100 hours during the 2017-2018 school year (**Attachment #6**):

Allison Taub

Roll Call:

K. Brock __Y__ R. Walters __Y__ F. Winrow __Y__ E. Johnson __A__
N. Humphrey __Y__ E. Mitchell __Y__ P. Lattiboudere __A__

C4. RESOLUTION TO APPROVE 2017-2018 EXTRA CURRICULAR ADVISORS

Motion by F. Winrow Seconded by R. Walters on recommendation of the Director to approve the following staff as advisors:

Student Leadership Council	Ms. Alston	\$750
Student Leadership Council	Ms. Reiss	\$750

Roll Call:

K. Brock __Y__ R. Walters __Y__ F. Winrow __Y__ E. Johnson __A__
N. Humphrey __Y__ E. Mitchell __Y__ P. Lattiboudere __A__

C5. RESOLUTION TO ACCEPT THE RETIREMENT OF MATH TEACHER, MS. MARIANN BALMANN, EFFECTIVE FEBRUARY 1, 2018

Motion by F. Winrow Seconded by R. Walters to accept the notice of retirement of Mathematics Teacher, Ms. Mariann Balmann, effective February 1, 2018, as stated in her letter dated December 7, 2017 (**Attachment #13**).

Roll Call:

K. Brock __Y__ R. Walters __Y__ F. Winrow __Y__ E. Johnson __A__
N. Humphrey __Y__ E. Mitchell __Y__ P. Lattiboudere __A__

D. Instructional and Additional Reports:

D1. RESOLUTION TO APPROVE UPCOMING STAFF PROFESSIONAL DEVELOPMENT

Motion by F. Winrow Seconded by R. Walters on recommendation of the Director to approve the following staff professional development (**Attachment #7**):

1.31.18 / 3.14.18 / 5.22.18 – New Jersey Leadership Academy (NJPSA/FEA) Brick, NJ
Mr. Shaw \$450

Roll Call:

K. Brock __Y__ R. Walters __Y__ F. Winrow __Y__ E. Johnson __A__
N. Humphrey __Y__ E. Mitchell __Y__ P. Lattiboudere __A__

D2. RESOLUTION TO APPROVE UPCOMING SCHOOL JOURNEYS

Motion by F. Winrow Seconded by R. Walters on recommendation of the Director to approve the following school journeys (**Attachment #8**):

December 14, 2017 Brookdale Community College Lincroft, NJ
Ms. Alston, Ms. Hughes, & Ms. Matthews Seniors / Dual-Enrollment Program Bus Cost \$175

January 12, 2018 NYC Jewish Heritage Museum New York, NY
Mr. Post & TBD Civics Class Bus Cost \$550 (Paid for through Grant)

March 9, 2018 Berkeley College Visit Woodbridge, NJ
Ms. Alston & Ms. Matthews Junior Class Bus Cost – Covered by Institution

Roll Call:

K. Brock __Y__ R. Walters __Y__ F. Winrow __Y__ E. Johnson __A__
N. Humphrey __Y__ E. Mitchell __Y__ P. Lattiboudere __A__

D3. RESOLUTION TO APPROVE 2017-2018 BOYS BASKETBALL, GIRLS BASKETBALL, AND BOWLING SCHEDULES

Motion by F. Winrow Seconded by R. Walters on recommendation of the Director to approve the 2017-2018 Boys Basketball, Girls Basketball, and Bowling Schedules (**Attachment #9**):

Roll Call:

K. Brock __Y__ R. Walters __Y__ F. Winrow __Y__ E. Johnson __A__
N. Humphrey __Y__ E. Mitchell __Y__ P. Lattiboudere __A__

D4. RESOLUTION TO ACCEPT THE UNIFORM STATE MEMORANDUM OF AGREEMENT BETWEEN LAW ENFORCEMENT OFFICIALS AND ACADEMY CHARTER HIGH SCHOOL

Motion by F. Winrow Seconded by R. Walters on recommendation of the Director to accept the Uniform State Memorandum of Agreement between the Law Enforcement Officials and Academy Charter High School as approved by the Executive County Superintendent of Schools and the County Prosecutor for the 2017-2018 school year.

Roll Call:

K. Brock __Y__ R. Walters __Y__ F. Winrow __Y__ E. Johnson __A__
N. Humphrey __Y__ E. Mitchell __Y__ P. Lattiboudere __A__

E. FINANCIAL

E1. APPROVAL OF MONTHLY FINANCIAL REPORTS

Motion by F. Winrow Seconded by R. Walters BE IT HEREBY RESOLVED BY THE ACADEMY CHARTER HIGH SCHOOL BOARD OF TRUSTEES, to approve the following –

Bill’s List for FY18 (**Attachment #10**)

Board Secretary’s Report – October 31, 2017 (**Attachment #11**)

Roll Call:

K. Brock __Y__ R. Walters __Y__ F. Winrow __Y__ E. Johnson __A__
N. Humphrey __Y__ E. Mitchell __Y__ P. Lattiboudere __A__

E2. APPROVAL OF THE ACADEMY CHARTER HIGH SCHOOL 2016-2017 ANNUAL FISCAL AUDIT

WHEREAS, the Board of Trustees has been presented the Comprehensive Annual Financial Report for the Fiscal year ending June 30, 2017 prepared by Jump, Perry and Company, L.L.P. for Academy Charter High School; and

WHEREAS, a corrective action plan addressing the recommendations of the audit is developed;

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of the Academy Charter High School, County of Monmouth, State of New Jersey that the FY 17 Comprehensive Annual Financial Report and Corrective Action Plan is approved (**Attachment #12**).

Motion: F. Winrow

Second: R. Walters

Roll Call:

K. Brock __Y__ R. Walters __Y__ F. Winrow __Y__ E. Johnson __A__
N. Humphrey __Y__ E. Mitchell __Y__ P. Lattiboudere __A__

E3. RESOLUTION TO APPROVE 2017-2018 ANNUAL CHARTER SCHOOL FISCAL QUESTIONNAIRE

Motion by F. Winrow Seconded by R. Walters on recommendation of the School Business Administrator to approve the 2017-2018 Annual Charter School Fiscal Questionnaire as attached (**Attachment #14**):

Roll Call:

K. Brock __Y__ R. Walters __Y__ F. Winrow __Y__ E. Johnson __A__
N. Humphrey __Y__ E. Mitchell __Y__ P. Lattiboudere __A__

Open Public Forum:

Mr. Mark Frazier is here representing his daughter who had an incident with a teacher last week. He asserts that after the student was denied use of a laptop the teacher made negative comments directed towards the student. Mr. Heeter investigated the situation speaking to the student, the teacher and other students in the room. The situation described to Mr. Heeter was similar and the teacher did apologize for some comments. She stated that she would send an apology letter to the family and would offer to meet with them. Mr. Frazier states that no email has been received to date. Mr. Heeter has been in communication with the Fraziers. Dr. McKinley said that she and Mr. Heeter would follow-up.

Mr. Jamal Winrow appeared to state that he is interested in giving back to his community and his alma mater. He would like to be considered for a community opening on the Board of Trustees.

Board Comments:

Ms. Brock offered to chair the interview committee for new school leadership. She asked for volunteers to serve on the committee. Mr. Humphrey and Ms. Roberts volunteered.

Ms. Winrow announced that her new responsibilities at the Vincent de Paul Society and Food Pantry are so consuming that she will have to resign as a Board member as of June 30 this year.

Announcement

The next Board of Trustees meeting is scheduled for Thursday, January 4, 2017 at 5:30 pm

Adjourn

Motion by F. Winrow, seconded by N. Humphrey, to adjourn at 6:52 pm.
Ayes: 5 Nays: 0