

Academy Charter High School

1725 Main Street

Lake Como, New Jersey 07719

Phone (732) 681-8377

THURSDAY, JUNE 7, 2018 REGULAR MEETING 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 P Kimberly Brock P Frankie Winrow
 A Robertha Walters P Everett Mitchell
 P Ed Johnson A Perry Lattiboudere
 P Napier Humphrey P Alyce Franklin-Owens

 P Mary Jo McKinley P David Block
 P Shawn Heeter P Joyel Furges
 A Kim Fiero / Fred Niemann

Meeting Called to Order: 5:48 pm

Open Public Forum: Agenda Items Only

OLD BUSINESS:

NEW BUSINESS:

Dr. McKinley Update – Organization

2016-2017 Performance Report - We have continued the steady growth in summative points earning 60.9% for the 2016-2017 year. This is a gain of approximately 5 %. We are 4.1% away from reaching Tier 1 status. ACHS is high performing in the categories of Graduation and Closing Gaps and middle-performing in Achievement and Leading Indicators. If the scoring protocols remain the same ACHS will earn additional points based on the improvement in PARCC scores in the 2017-2018 school year.

Local District Special Education Public Report for 2016-2017 - Provides indicators of success against measures set by the DOE regarding earning a high school diploma, assessments, suspensions, least restrictive environment, parent involvement, disproportionality in identification. Areas in need of improvement are proficiency rates for students with IEPs against grade level standards and LRE. Data for this year shows growth in both areas. In addition the data collection for LRE will come solidly from IEP Direct and eliminate inaccuracies from transition to that program.

All students who applied to meet graduation requirements via portfolio were approved y the DOE: 13 in math and 8 in ELA

On Tuesday, seniors presented their service learning projects at the senior reception. This was not just a wonderful night but also a graduation requirement.

Junior Bryan Luckey won the Central Jersey Group 1 State Championship in the long jump. He later just missed qualifying for the finals in the all Group Meet.

Three students have been recently classified. One of those students is recommended for out of district placement next year.

There were 7 I&RS meetings held this month

Two students were inducted into the National Honor Society this evening.

Ms. Alston and I reviewed all graduation requirements and related schedules with the senior class. In addition letters were sent home.

The IDEA and ESEA grants applications and allocations have been released - two months earlier than usual. Deadlines for filing both grants is July 1.

All but one student successfully completed their courses at Brookdale during the spring semester.

Career Day was held on May 18. Almost 40 representatives of various careers met with students individually and in small groups. Several Board members - past and present - participated.

The later portion of the May Saturday school was dedicated to a 20th Anniversary celebration. All members of ACHS were given t-shirts designed by students and purchased by Friends of ACHS. There were boardwalk style games, volleyball, food truck, snow cones and popcorn machines.

A freshman worked with a reporter from The Coast Star on an editorial and is preparing to submit another one for publication - this time on immigration laws.

The prom was held May 24 at the Spring Lake Manor. Nearly 50 students attended.

All staff, 10 seniors and 3 parents received Narcan training. Narcan kits were issued to participants.

Preparations are complete for Genesis rollover and the scheduling process for next year has begun.

I am presenting tonight the final policies so that we are up to date with all NJSBA recommendations

I placed a call to Institutional DCP&P regarding an incident reported regarding a substitute's behavior in the classroom. Interviews were conducted and no further action was recommended. The substitute has been removed from the approved list.

Interviews have begun for open positions

A contract has been approved by Friends of ACHS for the milling, paving and lining of the parking lot.

E Sports will compete in the nationals in July. They are also meeting with a representative of Microsoft this week regarding corporate support.

Ms. Furges Update – Curriculum

All PARCC, MAP and Science testing is completed. All testing went without an issue. Only one makeup day was needed.

About 40 parents and students participated in the Liberty Science Center Community Night.

Ms. Furges was approved and has begun the Girls who Code after-school club. We are seeking additional people to work with the club. We have the option of opening the program to the community.

Ms. Furges has a final interview with the 4H. They are working with Mr. Gibbons of the Lake Como Environmental Society and a local master gardener to build a garden on school grounds.

Plans for Bootcamp have begun including curriculum updates. There will be a trip to Manasquan Reservoir to add a science component.

Ms. Furges reviewed the F3B itinerary for the trip to Senegal. Two rising juniors are representing ACHS. The girls will be coached by Tasha Pointer, a graduate of Rutgers. Mr. Block secured a donation to complete payment for the trip. Now we are working on securing the necessary immunizations and spending money. Mr. Johnson says that Brookdale works with CIEE at the college level and that they provide grants. This may be a source of support.

INSTRUCTIONAL REPORT:

Staff Attendance Report
Student Attendance Report - Total attendance in May was 92.5% and for the year 93.5 %
Student Discipline Report
Enrollment - 179 (183); 9th - 47 (47); 10th - 44 (45); 11th - 47 (49); 12th - 41 (42)
HIB Report – 0 reported, 0 investigated, 0 confirmed
HIB Self-Assessment (Official Release) - score of 73 or 78.
(Attachment #1)

ADDITIONAL REPORTS AND DISCUSSION:

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

There were 45 referrals for the month. The occurrences were primarily minor.
Staff refocused on compliment cards.
The final rewards trip to the zoo was today. Over 30 students attended
The 93 students who never earned a referral this year will be given a dress down pass.
We are currently at 16% chronic absenteeism. This is down from approximately 27% last year.

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

Mr. Block attended a NJPSA training regarding the “Don’t Pass the Trash Law”. This requires checking previous employers from the past 20 years to see if there were any allegations of sexual misconduct- proven or unproven. He is preparing a form to disseminate to previous employers. It is anticipated that statewide many otherwise qualified employees may not be cleared if previous employers cannot be contacted.
August 6 - 9 Mr Block will be attending training as the School Safety Specialist.
Our allocation for ESEA increased by \$2000.
We are switching banks from Wells Fargo to Manasquan Bank at the end of the school/fiscal year. It is anticipated that this will result in a savings of about \$5000 in fees. We also have the potential of earning \$1,200 in interest.

RECOMMENDATIONS OF THE DIRECTOR:

A. Approval of Minutes

A1. 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 May 3, 2018 (**Attachment #2**):

Motion N. Humphrey

Second: F. Winrow

Roll Call:

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

B. Personnel

B1. RESOLUTION TO APPROVE 2018-2019 SALARY ADJUSTMENTS BASED ON UPDATED JOB DESCRIPTIONS

Motion by N. Humphrey Seconded by F. Winrow on recommendation of the Director to approve the following employee salary adjustments for the 2018-2019 school year based on the updated job descriptions.

	2018-2019 Job Title	2017-2018 Salaries	2018-2019 Salaries
D. Block	Chief Financial Officer	\$ 124,085.83	\$ 126,815
J. Furges	Chief Academic Officer	\$ 100,000.00	\$ 105,000
S. Heeter	Dean of Students / Lead Person	\$ 65,138.75	\$ 101,000

Roll Call:

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

B2. RESOLUTION TO ACCEPT THE RESIGNATION OF TEACHER OF THE HANDICAPPED, MS. AMANDA MATYAS, EFFECTIVE JUNE 30, 2018

Motion by N. Humphrey Seconded by F. Winrow to accept the resignation of Teacher of the Handicapped, Ms. Amanda Matyas, effective June 30, 2018, as stated in her letter dated May 29, 2018 (**Attachment #3**).

Roll Call:

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

B3. RESOLUTION TO ACCEPT THE RESIGNATION OF TEACHER OF THE HANDICAPPED, MS. CAROLE HUGHES, EFFECTIVE JUNE 20, 2018

Motion by N. Humphrey Seconded by F. Winrow to accept the resignation of Teacher of the Handicapped, Ms. Carole Hughes, effective June 20, 2018, as stated in her letter dated May 21, 2018 (**Attachment #4**).

Roll Call:

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

B4. RESOLUTION TO ACCEPT THE HIRING OF LORISSA CHELI VOORHEES AS PART-TIME DIRECTOR OF SPECIAL SERVICES / LEARNING DISABILITIES TEACHER CONSULTANT, EFFECTIVE SEPTEMBER 1, 2018.

Motion by N. Humphrey Seconded by F. Winrow on recommendation of the Director to approve the appointment of Lorissa Cheli Voorhees, 3 day a week Director of Special Services / LDTC, effective September 1, 2018 at a rate of \$85,000. (**Attachment #5**)

Roll Call:

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

B5. RESOLUTION TO APPROVE CURRICULUM WRITING FOR THE SUMMER OF 2018

Motion by N. Humphrey Seconded by F. Winrow on recommendation of the Director to approve Casey Kapalko (Arabic I and II) and Teacher TBD (Geometry) to complete curriculum writing at a rate of \$600.00 per course.

Roll Call:

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

B6. RESOLUTION TO APPROVE 2018 FRESHMAN BOOTCAMP TEACHERS

Motion by N. Humphrey Seconded by F. Winrow on recommendation of the Director to approve the following teachers for the 2018 Freshman Bootcamp at a stipend of \$2,750.

Anna Maria Reiss / Robin Patterson / Casey Kapalko / Teacher TBD

Budget Line: Line 20-231-100-100

Roll Call:

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

B7. RESOLUTION FOR STAFF HIRES BETWEEN BOARD OF TRUSTEE MEETINGS BY DIRECTOR

Motion by N. Humphrey Seconded by F. Winrow on recommendation of the Director, authorize Dr. Mary Jo McKinley, Director, to hire staff during the periods June 8, 2018 through June 30, 2018; with the understanding that these requests for appointments will be brought before the full Academy Charter High School Board of Trustees at the next regularly scheduled board meeting.

Roll Call:

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

B8. RESOLUTION FOR STAFF HIRES BETWEEN BOARD OF TRUSTEE MEETINGS BY LEAD PERSON

Motion by N. Humphrey Seconded by F. Winrow on recommendation of the Director, authorize Mr. Shawn Heeter, Lead Person, to hire staff during the periods July 1, 2018 through July 12, 2018; with the understanding that these requests for appointments will be brought before the full Academy Charter High School Board of Trustees at the next regularly scheduled board meeting.

Roll Call:

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

C. Instructional and Additional Reports:

C1. RESOLUTION TO APPROVE THE REVISED 2018-2019 SCHOOL CALENDAR

Motion by N. Humphrey Seconded by F. Winrow on recommendation of the Director to approve the revised 2018-2019 School Calendar to show parent-teacher conferences. (**Attachment #6**)

Roll Call:

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

C2. RESOLUTION TO APPROVE THE REVISED 2017-2018 SCHOOL CALENDAR

Motion by N. Humphrey Seconded by F. Winrow on recommendation of the Director to approve the revised 2017-2018 School Calendar to reflect year-end final exams taking place on June 19th and 20th, 2018.

Roll Call:

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

C3. RESOLUTION TO APPROVE UPCOMING STAFF PROFESSIONAL DEVELOPMENT

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

6.18.18 – Comprehensive Active Shooter Incident Mgmt	Monmouth County Prosecutor’s Office	
Freehold, NJ	Mr. Heeter	No Cost

Roll Call:

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

D. FINANCIAL

D1. APPROVAL OF MONTHLY FINANCIAL REPORTS

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

Bill’s List for FY18 (**Attachment #8**)

Board Secretary’s Report – April 30, 2018 (**Attachment #9**)

Line-Item Budget Transfers (**Attachment #10**)

Roll Call:

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

D2. APPROVAL OF THE SUBMISSION OF THE 2018 NJSIG SAFETY GRANT

WHEREAS, the Board of Trustees of the Academy Charter High School (hereinafter “Board”) has reviewed the Grant Application for 2018 Safety Grant Program through the New Jersey School Insurance Group; and

WHEREAS, the Board certifies that the grant monies shall be used for the purposes described in the grant application in compliance with the structure of the grant,

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of the Academy Charter High School, County of Monmouth, State of New Jersey that Academy Charter High School agrees to file for the grant in the amount of \$1,575.77. (**Attachment #11**)

Motion N. Humphrey

Second: F. Winrow

Roll Call:

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

D3. RESOLUTION TO APPROVE BANKING SERVICES FOR THE 2018-2019 SCHOOL YEAR

RESOLVED that the following Financial Institution(s) be designated as approved depositories for the Academy Charter Board of Trustees funds and that the Financial Institution(s) be required to be insured by either the SLIC or the FDIC and/or as required by both Federal and State statutes: (**Attachment #12**)

List: **MANASQUAN BANK, 221 LANDMARK PLACE, WALL, N.J. 08736**

The appointment will be effective June 25, 2018.

AND BE IT FURTHER RESOLVED that the following warrant signatures be approved:

General Account (2): Lead Person, CFO

Payroll/Agency Account (2 of 3): Board President, CFO, Lead Person

Activity Account (2): Lead Person, CFO

Scholarship Account (2): Lead Person, CFO

Motion N. Humphrey

Second: F. Winrow

Roll Call:

K. Brock __Y__ R. Walters __A__ F. Winrow __Y__ E. Johnson __Y__

N. Humphrey ___Y___ E. Mitchell ___Y___ P. Lattiboudere ___A___ A. Franklin-Owens ___Y___

D4. RESOLUTION TO ACCEPT AND APPLY FOR THE FY18 ESEA GRANT

WHEREAS, the Board of Trustees of the Academy Charter High School (hereinafter “Board”) has reviewed the Grant Application for ESEA FY 19 in the following amounts:

Title I Award - \$133,569
Title IIA Award - \$ 11,016
Title IV Award - \$ 10,000

Total Award - \$ 154,585

WHEREAS, the Board certifies that the grant shall be used for the purposes described in the grant application in compliance with the structure of the grant,

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of the Academy Charter High School, County of Monmouth, State of New Jersey that Academy Charter High School agrees to accept the FY19 ESSA Grant Awards for Title I, Title IIA, & Title IV.

Motion N. Humphrey

Second: F. Winrow

Roll Call:

K. Brock ___Y___ R. Walters ___A___ F. Winrow ___Y___ E. Johnson ___Y___
N. Humphrey ___Y___ E. Mitchell ___Y___ P. Lattiboudere ___A___ A. Franklin-Owens ___Y___

D5. RESOLUTION TO APPROVE BOARD OF TRUSTEE MEETING SCHEDULE FOR THE 2018-2019 SCHOOL YEAR

WHEREAS, the Board of Trustees of the Academy Charter High School (hereinafter “Board”) has the responsibility to establish a time and place for all regular and public meetings; and

WHEREAS, it is agreed that the meeting schedule will be as follows;

DATE	WORK SESSION	REGULAR SESSION	LOCATION
7/12/18	5:30 PM	6:00 PM	1725 Main St. Lake Como
8/2/18	5:30 PM	6:00 PM	1725 Main St. Lake Como
9/6/18	5:30 PM	6:00 PM	1725 Main St. Lake Como
10/4/18	5:30 PM	6:00 PM	1725 Main St. Lake Como
11/1/18	5:30 PM	6:00 PM	1725 Main St. Lake Como
12/6/18	5:30 PM	6:00 PM	1725 Main St. Lake Como
1/10/19*	5:30 PM	6:00 PM	1725 Main St. Lake Como
2/7/19	5:30 PM	6:00 PM	1725 Main St. Lake Como

3/7/19	5:30 PM	6:00 PM	1725 Main St. Lake Como
4/4/19	5:30 PM	6:00 PM	1725 Main St. Lake Como
5/2/19	5:30 PM	6:00 PM	1725 Main St. Lake Como
6/6/19	5:30 PM	6:00 PM	1725 Main St. Lake Como

*Denotes second Thursday of Month

Motion N. Humphrey

Second: F. Winrow

Roll Call:

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

E. POLICY

E1. APPROVAL OF THE FIRST READING OF UPDATED POLICIES

Motion by N. Humphrey Seconded by F. Winrow on recommendation of the Director to approve the first reading of the following updated policies (**Attachment #13**):

- 5131: Harassment, Intimidation, and Bullying
- 5141.4: Missing, Abused, and Neglected Children
- 6140: Curriculum Adoption
- 6142: Subject Fields
- 6142.4: Physical Education and Health
- 6146: Graduation Requirements
- 6162.5: Research
- 6173: Home Instruction

Roll Call:

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

F. ADDENDUM

F1 RESOLUTION TO ACCEPT THE HIRING OF DE'RON BRAZILE AS IN-CLASS SUPPORT TEACHER, EFFECTIVE SEPTEMBER 1, 2018.

Motion by N. Humphrey Seconded by F. Winrow on recommendation of the Director to approve the appointment of De’Ron Brazile, In-Class Support Teacher, effective September 1, 2018 at a rate of \$53,500.

Motion N. Humphrey

Second: F. Winrow

Roll Call:

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

F2 RESOLUTION TO ACCEPT THE RESIGNATION OF MS. KRISTEN CLARKE AS MATHEMATICS TEACHER, EFFECTIVE JUNE 30, 2018.

Motion by N. Humphrey Seconded by F. Winrow to accept the resignation of Kristen Clarke, Mathematics Teacher, effective June 30, 2018 as per conversation on June 7, 2018.

Motion N. Humphrey

Second: F. Winrow

Roll Call:

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

Open Public Forum:

Board Comments:

Mr. Johnson stated that he is receiving a promotion to the Lincroft campus of Brookdale and his new responsibilities will preclude him from the time needed to attend to board responsibilities. He is resigning from his position as a member of the Board of Trustees after this meeting even though he offers his continued support of Academy Charter.

The Board members also wished Frankiw Winrow well as she completes her time on the Board. Her original term began when the school opened. SHE will be focusing on her positions within her church community.

Jamaal Winrow will bein her term on the Board at the next scheduled meeting.

Announcement

The next Board of Trustees meeting is scheduled for Thursday, July 12, 2018 at 5:30 pm

Adjourn

Motion by K. Brock, seconded by F. Winrow, to adjourn at 6:57 pm.

Ayes__6__ Nays__0__