

## Academy Charter High School

1725 Main Street

Lake Como, New Jersey 07719

Phone (732) 681-8377

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**THURSDAY, JULY 12, 2018**  
**5:30 P.M. WORK SESSION /**  
**6:30 P.M. REGULAR MEETING AGENDA**

**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 (via Phone)   Napier Humphrey  
                     P   Robertha Walters      A   Alyce Franklin-Owens  
                     P (via Phone)   Perry Lattiboudere                                A   Everett Mitchell

  P   Shawn Heeter      P   David Block  
  P   Joyel Forges      A   Kim Fiero / Fred Niemann

**Open Public Forum: Agenda Items Only**

-None

**OLD BUSINESS:**

-None

**NEW BUSINESS:**

**Mr. Heeter Update – Organization** - Mr. Heeter spoke about the wrapping up of the school year. He stated that ACHS ended the school year with a 93% attendance rate, as well as a 15% chronic absenteeism rate, which is a major improvement over last year’s rate. Mr. Heeter then spoke about the SSDS Report included in the agenda which indicated eight incidents. It was shared with the board that a vast majority of these incidents were conducted by students who are no longer attending ACHS. Mr. Heeter then spoke about the successful submission of the FY19 IDEA and ESEA Entitlement Grants. He stated that they were completed with the help of Dr. McKinley, and where possible, were used to ease the general fund budget. Finally, he spoke about the 2017-2018 Annual Report submission that occurs on August 1<sup>st</sup>. He noted that the report was approximately 95% complete at this point.

**Ms. Forges Update – Curriculum & Instruction** – Ms. Forges began by stating that the 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grade schedules were complete for the 2018-2019 academic year. She went on to mention that the 1<sup>st</sup> quarter electives would be grade specific with the freshman taking part in IT, the sophomores in Driver’s Education, the juniors in SAT Prep, and the seniors in Financial Literacy. As an administration, we believe that these topics were of interest, as well as important to students in those academic years. Ms. Forges also mentioned that the 4H Club for Academy Charter High School has been approved, in addition to the approval of “Girls Who Code”. Additionally, Seton Hall has approved Arabic II for college credits through their institution. It was noted that Arabic II would be a year-long elective for students who qualify to participate.

**Mr. David P. Block Update – Business Office / Facilities** – Mr. Block began by updating the board on the progress that has been started for our annual summer preparation for the next school year. He stated that in examining the building with Mr. Heeter, they were going to look to implement subtle changes that will give an invigorated feel to the building. Mr. Block then spoke about the complete parking lot paving that was going to take place in mid-July, as well as the back basement door that is going to need to be replaced. He stated that quotes for both projects are in-hand, and completion will take place as soon as possible. Mr. Block then talked about the impending annual fiscal audit that is set to begin in early August. He mentioned that an initial meeting with the audit manager has been scheduled and further appointments will be scheduled then. Finally, Mr. Block mentioned that tomorrow, July 13<sup>th</sup>, he will be meeting with representatives at Ocean County College to discuss partnering with them for possible internships, as well as dual enrollment classes.

**INSTRUCTIONAL REPORT (Attachment #1):**

Staff Attendance Report –End of Year  
Student Attendance Report – Comprehensive Annual  
Student Discipline Report  
Enrollment - 179 (183); 9<sup>th</sup> - 47 (47); 10<sup>th</sup> – 44 (45); 11<sup>th</sup> – 47 (49); 12<sup>th</sup> – 41 (42)  
HIB Report – 0 reported, 0 investigated, 0 confirmed  
School Safety Data System – 2017-2018 Annual Report

**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 June 7, 2018 (Attachment #2):

*Motion N. Humphrey*

*Second: R. Walters*

Roll Call:

K. Brock \_\_Y\_\_ R. Walters \_\_Y\_\_ N. Humphrey \_\_Y\_\_ E. Mitchell \_\_A\_\_

P. Lattiboudere \_\_Y\_\_ A. Franklin-Owens \_\_A\_\_

**RECOMMENDATIONS OF THE LEAD PERSON:**

**C. Actions for 2018-2019 School Year:**

C1. Appoint Board Secretary, David P. Block (1 year term)

*Motion N. Humphrey*

*Second: R. Walters*

Roll Call:

K. Brock \_\_Y\_\_ R. Walters \_\_Y\_\_ N. Humphrey \_\_Y\_\_ E. Mitchell \_\_A\_\_

P. Lattiboudere \_\_Y\_\_ A. Franklin-Owens \_\_A\_\_

C2. Appoint Medical Inspector, Dr. Falco

*Motion N. Humphrey*

*Second: R. Walters*

Roll Call:

K. Brock \_\_Y\_\_ R. Walters \_\_Y\_\_ N. Humphrey \_\_Y\_\_ E. Mitchell \_\_A\_\_

P. Lattiboudere \_\_Y\_\_ A. Franklin-Owens \_\_A\_\_

C3. Appoint Board Attorney, the firm of Hanlon Neimann, at an annual cost not to exceed \$15,000 (1 year term)

*Motion N. Humphrey*

*Second: R. Walters*

Roll Call:

K. Brock \_\_Y\_\_ R. Walters \_\_Y\_\_ N. Humphrey \_\_Y\_\_ E. Mitchell \_\_A\_\_

P. Lattiboudere \_\_Y\_\_ A. Franklin-Owens \_\_A\_\_

C4. Appoint Auditor, Jump, Perry & Company, at an annual cost not to exceed \$15,000

*Motion N. Humphrey*

*Second: R. Walters*

Roll Call:

K. Brock \_\_Y\_\_ R. Walters \_\_Y\_\_ N. Humphrey \_\_Y\_\_ E. Mitchell \_\_A\_\_

P. Lattiboudere \_\_Y\_\_ A. Franklin-Owens \_\_A\_\_

C5. Appointment of the Public Agency Compliance Officer (P.A.C.O.), David P. Block

*Motion N. Humphrey*

*Second: R. Walters*

Roll Call:

K. Brock \_\_Y\_\_ R. Walters \_\_Y\_\_ N. Humphrey \_\_Y\_\_ E. Mitchell \_\_A\_\_

P. Lattiboudere \_\_Y\_\_ A. Franklin-Owens \_\_A\_\_

C6. Motion to appoint David P. Block the District's Qualified Purchasing Agent, authorization to award contracts up to bid threshold (currently \$40,000 bid threshold) and set quote threshold (\$7,000 quote threshold).

*Motion N. Humphrey*

*Second: R. Walters*

Roll Call:

K. Brock \_\_Y\_\_ R. Walters \_\_Y\_\_ N. Humphrey \_\_Y\_\_ E. Mitchell \_\_A\_\_

P. Lattiboudere \_\_Y\_\_ A. Franklin-Owens \_\_A\_\_

C7. Motion to approve the Board Policies and Curriculum of Academy Charter Board of Trustees.

*Motion N. Humphrey*

*Second: R. Walters*

Roll Call:

K. Brock \_\_Y\_\_ R. Walters \_\_Y\_\_ N. Humphrey \_\_Y\_\_ E. Mitchell \_\_A\_\_

P. Lattiboudere \_\_Y\_\_ A. Franklin-Owens \_\_A\_\_

C8. Appoint Brian Reilly, Centric Benefit Consulting, as the Insurance Broker of Record for the District’s Dental Insurance Benefits.

*Motion N. Humphrey*

*Second: R. Walters*

Roll Call:

K. Brock \_\_Y\_\_ R. Walters \_\_Y\_\_ N. Humphrey \_\_Y\_\_ E. Mitchell \_\_A\_\_

P. Lattiboudere \_\_Y\_\_ A. Franklin-Owens \_\_A\_\_

C9. Appoint Gunn, Steers & Company, Broker of Record for all Liability & Property Insurance.

*Motion N. Humphrey*

*Second: R. Walters*

Roll Call:

K. Brock \_\_Y\_\_ R. Walters \_\_Y\_\_ N. Humphrey \_\_Y\_\_ E. Mitchell \_\_A\_\_

P. Lattiboudere \_\_Y\_\_ A. Franklin-Owens \_\_A\_\_

C10. Appoint David P. Block as the District’s Affirmative Action Officer.

*Motion N. Humphrey*

*Second: R. Walters*

Roll Call:

K. Brock \_\_Y\_\_ R. Walters \_\_Y\_\_ N. Humphrey \_\_Y\_\_ E. Mitchell \_\_A\_\_

P. Lattiboudere \_\_Y\_\_ A. Franklin-Owens \_\_A\_\_

C11. Appoint Shawn Heeter as the District’s Title IX Officer.

*Motion N. Humphrey*

*Second: R. Walters*

Roll Call:

K. Brock \_\_Y\_\_ R. Walters \_\_Y\_\_ N. Humphrey \_\_Y\_\_ E. Mitchell \_\_A\_\_

P. Lattiboudere \_\_Y\_\_ A. Franklin-Owens \_\_A\_\_

C12. Appoint Lorissa Voorhees as the District's Section 504 Officer.

*Motion N. Humphrey*

*Second: R. Walters*

Roll Call:

K. Brock \_\_Y\_\_ R. Walters \_\_Y\_\_ N. Humphrey \_\_Y\_\_ E. Mitchell \_\_A\_\_  
P. Lattiboudere \_\_Y\_\_ A. Franklin-Owens \_\_A\_\_

C13. Appoint David P. Block as the District's Custodian of Petty Cash.

*Motion N. Humphrey*

*Second: R. Walters*

Roll Call:

K. Brock \_\_Y\_\_ R. Walters \_\_Y\_\_ N. Humphrey \_\_Y\_\_ E. Mitchell \_\_A\_\_  
P. Lattiboudere \_\_Y\_\_ A. Franklin-Owens \_\_A\_\_

C14. Appoint Official Newspaper of the District-  
The Coaster, The Coast Star, and Asbury Park Press

*Motion N. Humphrey*

*Second: R. Walters*

Roll Call:

K. Brock \_\_Y\_\_ R. Walters \_\_Y\_\_ N. Humphrey \_\_Y\_\_ E. Mitchell \_\_A\_\_  
P. Lattiboudere \_\_Y\_\_ A. Franklin-Owens \_\_A\_\_

C15. Motion to approve the following Tax Shelter Annuity Funds for employee contribution:  
AXA Equitable and Lincoln Investment.

*Motion N. Humphrey*

*Second: R. Walters*

Roll Call:

K. Brock \_\_Y\_\_ R. Walters \_\_Y\_\_ N. Humphrey \_\_Y\_\_ E. Mitchell \_\_A\_\_  
P. Lattiboudere \_\_Y\_\_ A. Franklin-Owens \_\_A\_\_

## **D. Personnel**

D1. RESOLUTION TO ACCEPT THE HIRING OF KATE GRONERT AS TEACHER OF THE HANDICAPPED, EFFECTIVE SEPTEMBER 1, 2018.

Motion by N. Humphrey Seconded by R. Walters on recommendation of the Lead Person to approve the appointment of Kate Gronert, Teacher of the Handicapped, effective September 1, 2018 at a rate of \$48,000. (**Attachment #3**)

Roll Call:

K. Brock \_\_Y\_\_ R. Walters \_\_Y\_\_ N. Humphrey \_\_Y\_\_ E. Mitchell \_\_A\_\_  
P. Lattiboudere \_\_Y\_\_ A. Franklin-Owens \_\_A\_\_

D2. RESOLUTION TO ACCEPT THE RESIGNATION OF TEACHER OF THE HANDICAPPED, MS. ERIKA DUFFY, EFFECTIVE JUNE 30, 2018

Motion by N. Humphrey Seconded by R.Walters to accept the resignation of Teacher of the Handicapped, Ms. Erika Duffy, effective June 30, 2018, as per her letter dated June 15, 2018. (**Attachment #4**)

Roll Call:

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

D3. RESOLUTION TO RETROACTIVELY APPOINT ANNAMARIA REISS PLC LEADER FOR THE 2017-2108 SCHOOL YEAR

Motion by N. Humphrey Seconded by R.Walters on recommendation of the Lead Person to retroactively approve AnnaMaria Reiss as PLC Leader for the 2017-2018 school year at a rate of \$1,500. *Budget Line: 11-000-218-101*

Roll Call:

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

D4. RESOLUTION TO APPOINT ANNAMARIA REISS PLC LEADER FOR THE 2018-2109 SCHOOL YEAR

Motion by N. Humphrey Seconded by R.Walters on recommendation of the Lead Person to retroactively approve AnnaMaria Reiss as PLC Leader for the 2018-2019 school year at a rate of \$1,500. *Budget Line: 11-000-218-101*

Roll Call:

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

**E. Additional Reports and Discussion:**

E1. RESOLUTION TO JOIN THE NJSIAA FOR THE 2018-2019 SCHOOL YEAR

WHEREAS, the Board of Trustees of the Academy Charter High School (hereinafter “Board”) supports the continuation of an interscholastic athletic program; and

WHEREAS, the Board has been presented by the Lead Person with the application to join NJSIAA,

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 join NJSIAA for the 2018 - 2019 school year with payment of dues in the amount \$2,150 (*Approx. Bill Not Yet Received*). *Budget Line: 11-000-213-300*

*Motion N. Humphrey*

*Second: R. Walters*

Roll Call:

K. Brock \_\_Y\_\_ R. Walters \_\_Y\_\_ N. Humphrey \_\_Y\_\_ E. Mitchell \_\_A\_\_

P. Lattiboudere \_\_Y\_\_ A. Franklin-Owens \_\_A\_\_

E2. RESOLUTION TO ACCEPT AND APPLY FOR THE FY19 IDEA GRANT

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

Basic Grant Award - \$ 52,620

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 IDEA - B allocation.

*Motion N. Humphrey*

*Second: R. Walters*

Roll Call:

K. Brock \_\_Y\_\_ R. Walters \_\_Y\_\_ N. Humphrey \_\_Y\_\_ E. Mitchell \_\_A\_\_

P. Lattiboudere \_\_Y\_\_ A. Franklin-Owens \_\_A\_\_

E3. RESOLUTION TO ACCEPT AND APPLY FOR THE FY19 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: R. Walters*

Roll Call:

K. Brock \_\_Y\_\_ R. Walters \_\_Y\_\_ N. Humphrey \_\_Y\_\_ E. Mitchell \_\_A\_\_  
P. Lattiboudere \_\_Y\_\_ A. Franklin-Owens \_\_A\_\_

E4. RESOLUTION TO JOIN THE NJPCSA FOR THE 2018-2019 SCHOOL YEAR

WHEREAS, the Board of Trustees of the Academy Charter High School (hereinafter “Board”) recognizes the need to unite with charter schools throughout that State and advocate to promote the success of charter schools; and

WHEREAS, the Board of Trustees recognizes that the New Jersey Charter Public Schools Association is one method through which ACHS may be accomplish the above goal;

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 joins the New Jersey Charter Public Schools Association at a cost of \$10 per student or \$ 2,000 (*Approx. Bill Not Yet Received*). *Budget Line: 11-000-240-300*

*Motion N. Humphrey*

*Second: R. Walters*

Roll Call:

K. Brock \_\_Y\_\_ R. Walters \_\_Y\_\_ N. Humphrey \_\_Y\_\_ E. Mitchell \_\_A\_\_  
P. Lattiboudere \_\_Y\_\_ A. Franklin-Owens \_\_A\_\_



**E5. RESOLUTION TO JOIN THE NJSBA FOR THE 2018-2019 SCHOOL YEAR**

WHEREAS, the Board of Trustees of the Academy Charter High School (hereinafter “Board”) recognizes the benefit of support from state organizations; and

WHEREAS, the Board has been presented by the Business Administrator with the application to join New Jersey School Boards Association,

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 join NJSBA for the 2018-2019 school year with payment of dues in the amount \$ 2,500.

*Motion N. Humphrey*

*Second: R. Walters*

Roll Call:

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

**RECOMMENDATIONS OF THE CHIEF FINANCIAL OFFICER:**

**F. BUSINESS**

**F1. RESOLUTION TO APPROVE APITC AS ACCOUNTING AND PAYROLL/PERSONNEL SERVICE PROVIDER**

Motion by N. Humphrey Seconded by R.Walters to approve the continued service of the Asbury Park Board of Education Information Technology Center as the district’s Accounting and Payroll/Personnel System service provider at a rate of \$8,550 for the 2018-2019 school year.

Roll Call:

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

**F2. RESOLUTION TO APPROVE AETNA AS THE DENTAL BENEFIT PROVIDER**

Motion by N. Humphrey Seconded by R.Walters to approve the continued service of Aetna as the district’s dental benefit provider effective August 1, 2018 through July 31, 2019 at an increase of 4.06% over the previous rate.

Roll Call:

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

F3. RESOLUTION TO APPROVE AND ACCEPT LIABILITY INSURANCE QUOTE AS FURNISHED BY NJSIG

Motion by N. Humphrey Seconded by R.Walters to approve and accept the continued Liability Insurance Coverage by New Jersey Schools Insurance Group at the quoted rate of \$52,614.96 for the 2019 Fiscal Year (FY18 Coverage was \$52,579.87).

Roll Call:

K. Brock \_\_Y\_\_ R. Walters \_\_Y\_\_ N. Humphrey \_\_Y\_\_ E. Mitchell \_\_A\_\_  
P. Lattiboudere \_\_Y\_\_ A. Franklin-Owens \_\_A\_\_

**G. FINANCIAL**

G1. APPROVAL OF MONTHLY FINANCIAL REPORTS

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

Secretary’s Report – May (**Attachment #5**)

Bill’s List for FY18 & FY19 (**Attachment #6**)

Line-Item Transfers for FY18 (**Attachment #7**)

Roll Call:

K. Brock \_\_Y\_\_ R. Walters \_\_Y\_\_ N. Humphrey \_\_Y\_\_ E. Mitchell \_\_A\_\_  
P. Lattiboudere \_\_Y\_\_ A. Franklin-Owens \_\_A\_\_

**Addendums to Original Agenda**

Addendum 1. APPROVAL OF UPDATED POLICIES

Motion by N. Humphrey Seconded by R.Walters on recommendation of the Director to approve the following updated policies:

- 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 \_\_Y\_\_ N. Humphrey \_\_Y\_\_ E. Mitchell \_\_A\_\_  
P. Lattiboudere \_\_Y\_\_ A. Franklin-Owens \_\_A\_\_

Addendum 2. RESOLUTION TO AUTHORIZE LINE OF CREDIT THROUGH MANASQUAN BANK

Motion by N. Humphrey Seconded by R. Walters to approve the authorization of a \$100,000 line of credit through Manasquan Bank, and granting Shawn Heeter, Lead Person / Dean of Students and David Block, Chief Financial Officer the authority to utilize the line of credit on behalf of Academy Charter High School.

Roll Call:

K. Brock \_\_Y\_\_ R. Walters \_\_Y\_\_ N. Humphrey \_\_Y\_\_ E. Mitchell \_\_A\_\_  
P. Lattiboudere \_\_Y\_\_ A. Franklin-Owens \_\_A\_\_

**Open Public Forum:**

**Board Comments:**

**Announcement**

The next Board of Trustees meeting is scheduled for Thursday, August 2, 2018 at 5:30 pm

**Adjourn**

Motion by K. Brock, seconded by R. Walters, to adjourn at 6:20pm.

Ayes\_\_4\_\_ Nays\_\_\_\_0\_\_