

# Academy Charter High School

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1725 Main Street

Lake Como, New Jersey 07719

Phone (732) 681-8377

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## THURSDAY, JULY 11, 2019 REGULAR MEETING MINUTES

CALL TO ORDER BY SECRETARY: 5:32pm

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                     \_\_\_A\_\_\_ Jamaal Winrow  
                  \_\_\_P\_\_\_ Robertha Walters                 \_\_\_P\_\_\_ Alyce Franklin-Owens  
                  \_\_\_P\_\_\_ Perry Lattiboudere             \_\_\_P\_\_\_ Everett Mitchell  
  
                  \_\_\_P\_\_\_ Shawn Heeter                     \_\_\_P\_\_\_ David Block  
                  \_\_\_P\_\_\_ Klarissa Martin

### Open Public Forum: Agenda Items Only - None

OLD BUSINESS: None

### NEW BUSINESS:

#### Mr. Heeter Update – Organization

Mr. Heeter stated that the school experienced a successful end of the school year. Mr. Heeter then went into an explanation and presentation of the School Safety Data System summary for the 2018-2019 school year. He stated that many of the incidents reported in the summary were related events and involved very few students.

#### Ms. Martin Update – Curriculum & Instruction

Ms. Martin began by speaking to the summative evaluations that occurred with the teachers at the end of the school year. Additionally, she spoke about the different in-services and professional development that she is working on setting up for the next school year. Next, Ms. Martin spoke about having the Accuplacer test taking place in the school next year. Finally, Ms. Martin spoke about Freshman Boot Camp and the different activities she is looking to infuse for this summer.

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

Mr. Block first spoke about a recruitment flier that he was working on to get out to homes in the community by the end of July. Next, Mr. Block stated that the FY19 Audit was going to be taking place in the middle of August. Finally, Mr. Block spoke about the facilities work that was taking place during the summer and stated that we are working at a good pace to have the building ready well before the beginning of the school year.

### INSTRUCTIONAL REPORT (Attachment #1):

Staff Attendance Report –End of Year  
 Student Attendance Report – Comprehensive Annual  
 Student Discipline Report  
 Enrollment - 186 (192); 9<sup>th</sup> - 46 (46); 10<sup>th</sup> – 48 (49); 11<sup>th</sup> – 45 (48); 12<sup>th</sup> – 47 (49)  
 HIB Report – 0 reported, 0 investigated, 0 confirmed  
 School Safety Data System – 2018-2019 Annual Report

**A. Election of Board Officers**

A1. WHEREAS, the Board of Trustees of Academy Charter High School has an approved charter from the Department of Education that provides for the creation and appointment of the following Board Officers: President and Vice-President and;

WHEREAS, the following named individuals have been deemed qualified to fill the positions of officers to Academy Charter High School and are willing to serve in said positions;

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 officers and terms of office are approved as listed below.

OFFICE	TERM OF OFFICE
President: K. Brock	July 1, 2019 to June 30, 2020
Vice-President: P. Lattiboudere	July 1, 2019 to June 30, 2020

*Motion*   R. Walters   *Second*   E. Mitchell  

Roll Call:

K. Brock   Y   R. Walters   Y   E. Mitchell   Y    
 P. Lattiboudere   Y   A. Franklin-Owens   Y   J. Winrow   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 June 6, 2019 (**Attachment #2**):

*Motion*   K. Brock   *Second*   P. Lattiboudere  

Roll Call:

K. Brock   Y   R. Walters   Y   E. Mitchell   Y    
 P. Lattiboudere   Y   A. Franklin-Owens   Abs.   J. Winrow   A

**RECOMMENDATIONS OF THE LEAD PERSON:**

**C. Actions for 2019-2020 School Year:**

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

*Motion* K. Brock

*Second* P. Lattiboudere

Roll Call:

K. Brock Y R. Walters Y E. Mitchell Y

P. Lattiboudere Y A. Franklin-Owens Y J. Winrow A

C2. Appoint Medical Inspector, Dr. Falco

*Motion* K. Brock

*Second* P. Lattiboudere

Roll Call:

K. Brock Y R. Walters Y E. Mitchell Y

P. Lattiboudere Y A. Franklin-Owens Y J. Winrow A

C3. Appoint Board Attorney, the firm of Hanlon Neimann, at an annual cost not to exceed \$7,500 (1 year term)

*Motion* K. Brock

*Second* P. Lattiboudere

Roll Call:

K. Brock Y R. Walters Y E. Mitchell Y

P. Lattiboudere Y A. Franklin-Owens Y J. Winrow A

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

*Motion* K. Brock

*Second* P. Lattiboudere

Roll Call:

K. Brock Y R. Walters Y E. Mitchell Y

P. Lattiboudere Y A. Franklin-Owens Y J. Winrow A

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

*Motion* K. Brock

*Second* P. Lattiboudere

Roll Call:

K. Brock Y R. Walters Y E. Mitchell Y

P. Lattiboudere Y A. Franklin-Owens Y J. Winrow 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* K. Brock

*Second* P. Lattiboudere

Roll Call:

K. Brock Y R. Walters Y E. Mitchell Y

P. Lattiboudere Y A. Franklin-Owens Y J. Winrow A

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

*Motion* K. Brock

*Second* P. Lattiboudere

Roll Call:

K. Brock Y R. Walters Y E. Mitchell Y

P. Lattiboudere Y A. Franklin-Owens Y J. Winrow A

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

*Motion* K. Brock

*Second* P. Lattiboudere

Roll Call:

K. Brock Y R. Walters Y E. Mitchell Y

P. Lattiboudere Y A. Franklin-Owens Y J. Winrow A

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

*Motion* K. Brock

*Second* P. Lattiboudere

Roll Call:

K. Brock Y R. Walters Y E. Mitchell Y

P. Lattiboudere Y A. Franklin-Owens Y J. Winrow A

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

*Motion* K. Brock

*Second* P. Lattiboudere

Roll Call:

K. Brock Y R. Walters Y E. Mitchell Y

P. Lattiboudere Y A. Franklin-Owens Y J. Winrow A

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

*Motion* K. Brock

*Second* P. Lattiboudere

Roll Call:

K. Brock Y R. Walters Y E. Mitchell Y

P. Lattiboudere Y A. Franklin-Owens Y J. Winrow A

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

*Motion* K. Brock

*Second* P. Lattiboudere

Roll Call:

K. Brock Y R. Walters Y E. Mitchell Y

P. Lattiboudere Y A. Franklin-Owens Y J. Winrow A

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

*Motion* K. Brock

*Second* P. Lattiboudere

Roll Call:

K. Brock Y R. Walters Y E. Mitchell Y

P. Lattiboudere Y A. Franklin-Owens Y J. Winrow A

C14. Appoint Official Newspaper of the District-

The Coaster, The Coast Star, and Asbury Park Press

*Motion* K. Brock

*Second* P. Lattiboudere

Roll Call:

K. Brock Y R. Walters Y E. Mitchell Y

P. Lattiboudere Y A. Franklin-Owens Y J. Winrow A

C15. Motion to approve the following Tax Shelter Annuity Funds for employee contribution:

AXA Equitable and Lincoln Investment.

*Motion* K. Brock

*Second* P. Lattiboudere

Roll Call:

K. Brock Y R. Walters Y E. Mitchell Y

P. Lattiboudere Y A. Franklin-Owens Y J. Winrow A

**D. Personnel**

D1. RESOLUTION TO APPROVE 2019 FRESHMAN BOOTCAMP TEACHERS

Motion by K. Brock, Seconded by P. Lattiboudere, on recommendation of the Lead Person to approve the following teachers for the 2019 Freshman Bootcamp at a stipend of \$2,750.

Deborah Gould / Robin Patterson / Casey Kapalko / Jessica Cornish

Budget Line: Line 20-231-100-100

Roll Call:

K. Brock \_\_Y\_\_ R. Walters \_\_Y\_\_ E. Mitchell \_\_Y\_\_

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

**E. Additional Reports and Discussion:**

E1. RESOLUTION TO JOIN THE NJSIAA FOR THE 2019-2020 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 2019 - 2020 school year with payment of dues in the amount \$2,150 *Budget Line: 11-000-213-300*

*Motion* \_\_K. Brock\_\_

*Second* \_\_P. Lattiboudere\_\_

Roll Call:

K. Brock \_\_Y\_\_ R. Walters \_\_Y\_\_ E. Mitchell \_\_Y\_\_

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

E2. RESOLUTION TO ACCEPT AND APPLY FOR THE FY20 IDEA GRANT

WHEREAS, the Board of Trustees of the Academy Charter High School (hereinafter “Board”) has reviewed the Grant Application for IDEA FY 20 in the following amounts:

Basic Grant Award - \$ 55,725

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* K. Brock

*Second* P. Lattiboudere

Roll Call:

K. Brock Y R. Walters Y E. Mitchell Y

P. Lattiboudere Y A. Franklin-Owens Y J. Winrow A

E3. RESOLUTION TO ACCEPT AND APPLY FOR THE FY20 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	- \$135,002
Title IIA Award	- \$11,755
Title I Reallocated Award	- <u>\$ 3,801</u>
Total Award	- \$150,558

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 I Reallocated.

*Motion* K. Brock

*Second* P. Lattiboudere

Roll Call:

K. Brock Y R. Walters Y E. Mitchell Y

P. Lattiboudere Y A. Franklin-Owens Y J. Winrow A

E4. RESOLUTION TO JOIN THE NJPCSA FOR THE 2019-2020 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* K. Brock

*Second* P. Lattiboudere

Roll Call:

K. Brock Y R. Walters Y E. Mitchell Y

P. Lattiboudere Y A. Franklin-Owens Y J. Winrow A

E5. RESOLUTION TO JOIN THE NJSBA FOR THE 2019-2020 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 2019-2020 school year with payment of dues in the amount \$ 2,500.

*Motion* K. Brock

*Second* P. Lattiboudere

Roll Call:

K. Brock Y R. Walters Y E. Mitchell Y

P. Lattiboudere Y A. Franklin-Owens Y J. Winrow A



**RECOMMENDATIONS OF THE CHIEF FINANCIAL OFFICER:**

**F. BUSINESS**

**F1. RESOLUTION TO APPROVE AETNA AS THE DENTAL BENEFIT PROVIDER**

Motion by K. Brock, Seconded by P. Lattiboudere, to approve the continued service of Aetna as the district's dental benefit provider effective August 1, 2019 through July 31, 2020 at an increase of 2.99% over the previous rate.

Roll Call:

K. Brock   Y   R. Walters   Y   E. Mitchell   Y    
P. Lattiboudere   Y   A. Franklin-Owens   Y   J. Winrow   A  

**F2. RESOLUTION TO APPROVE AND ACCEPT LIABILITY INSURANCE QUOTE AS FURNISHED BY NJSIG**

Motion by K. Brock, Seconded by P. Lattiboudere, to approve and accept the continued Liability Insurance Coverage by New Jersey Schools Insurance Group at the quoted rate of \$66,716.94 for the 2020 Fiscal Year (*FY19 Coverage was \$56,969.94*).

Roll Call:

K. Brock   Y   R. Walters   Y   E. Mitchell   Y    
P. Lattiboudere   Y   A. Franklin-Owens   Y   J. Winrow   A  

**G. FINANCIAL**

**G1. APPROVAL OF MONTHLY FINANCIAL REPORTS**

Motion by K. Brock, Seconded by P. Lattiboudere, BE IT HEREBY RESOLVED BY THE ACADEMY CHARTER HIGH SCHOOL BOARD OF TRUSTEES, to approve the following –

Secretary's Report – May (**Attachment #3**)

Bill's List for FY19 & FY20 (**Attachment #4**)

Line-Item Transfers for FY19 (**Attachment #5**)

Roll Call:

K. Brock   Y   R. Walters   Y   E. Mitchell   Y    
P. Lattiboudere   Y   A. Franklin-Owens   Y   J. Winrow   A

**Open Public Forum: None**

**Board Comments: None**

**Announcement**

The next Board of Trustees meeting is scheduled for Thursday, August 1, 2019 at 5:30 pm

**Adjourn**

Motion by K. Brock, seconded by R. Walters, to adjourn at 6:03pm.

Ayes\_\_5\_\_ Nays\_\_0\_\_