

Academy Charter High School

1725 Main Street

Lake Como, New Jersey 07719

Phone (732) 681-8377

THURSDAY, MAY 3, 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
 P Robertha Walters P Everett Mitchell
 A Ed Johnson P Perry Lattiboudere
 A Napier Humphrey by phone - Alyce Franklin-Owens

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

Meeting Commenced: 5:39 pm

Open Public Forum: Agenda Items Only

OLD BUSINESS:

NEW BUSINESS:

Dr. McKinley Update – Organization

I helped acclimate Ms. Furges to ACHS and her position as Director of Curriculum
I guided Mr. Primavera to help him modify student transcripts so that all assessments appear. Also Genesis has been programmed so that it will track when students meet graduation assessment requirements. This will eliminate the need for separate spreadsheets.

Parent Opioid Awareness and Narcan training will take place at 9 am on Saturday May 19. Additional training for faculty on another date.

The 20th Anniversary celebration will take place here on May 19 during Saturday school. We will have a food truck, photo booth, dunk tank, boardwalk style games and snack stands. We will set up the event in the parking lot and in the gym.

Two teachers - Mrs. Reiss and Mr. Post have submitted an application to present at next year's NJCSA Conference in October.

Most students have completed the annual student survey. Results are indicative of the family atmosphere and reduction in discipline issues. Students see school policies evenly enforced. Students praise teachers for their support and assistance in their academics. They also say that the addition of electives helped them see things differently. Concerns include the the number of hours students are working outside of school, uniform policy, and a desire for better

lunches. Less than half of the students rated online texts favorably after the first year of full implementation.

There were a dozen I&RS meetings scheduled. Several parents did not attend. Three students were referred to the CST. Two other students who have been undergoing CST evaluation are recommended for out of district placement.

Members of the CST and Dr. McKinley articulated with the new Director of Special Services from Asbury Park about improving communication between the districts in terms of special education.

Dan Fielgeson worked this week with the English teachers focusing on increasing the frequency of student writing - "Stop 'n Jots". This was proven to help students write without summarizing recently read texts. Students on their own began to identify mood, make predictions, describe changes in characters, etc. Ms. Wesley shared this PD with the faculty today.

Ms. Kapalko attended a language seminar today and gathered ideas that will help her restructure the curriculum. For example building vocabulary instruction into world issues instead of themes.

Senior portfolios had a target end date of this week. All students have finished math and most ELA. Submissions after next week cannot be guaranteed to have DOE approval prior to high school graduations.

Fifteen students attended Early Bird Brookdale registration yesterday.

Mr. Post has contacted CHHANGE at Brookdale regarding building further connections for the Genocide elective.

Ms. Alson has worked tirelessly with seniors on their individual graduation plans

Ms. Furges Update – Curriculum

May is testing month - MAP, PARCC and then the new science assessment. Any changes to students schedules have been made

We are reviewing the Bootcamp curriculum. The rigor of the math curricula will be beefed up with the assistance of the math department. Once again it will focus on math and ELA with other electives in the spring

We have been in contact with Seton Hall University regarding Project Acceleration. We are looking to add three courses to earn college credit - Advanced Communication, Arabic 1 and Arabic 2. We met the deadline of loading the course syllabi, teacher resumes and course artifacts. The University currently does not offer Arabic but is excited to add it.

This summer we will be rewriting the following curriculum: Geometry, and World Languages

Last Saturday School we had a local clean-up, CPR accreditation, a suicide awareness speaker and African dancers

Ms. Furges met with 4-H representatives. They will come out May 11 to assess the area where we would build a garden based on the water source. We would be only the 5th school club with 4-H so representatives of other school could come here. We will cooperate and develop curriculum with the Lake Como Candide's garden, West Belmar Elementary and Monmouth University.

Girls that Code program application was completed. Ms. Furges will be the coordinator. The program would begin next fall after-school between 3 - 5 pm once a week.

Our students will take part in NJ Clean Communities. Students will get exposure to the forum so they can present next year.

23 girls will be attending the Teen Conference. The registration fee is paid for the Asbury Park Boys and Girls Club.

INSTRUCTIONAL REPORT:

Staff Attendance Report
Student Attendance Report

Student Discipline Report
Enrollment - 181 (184); 9th - 47 (47); 10th - 44 (45); 11th - 49 (50); 12th - 41 (42)
HIB Report - 0 reported, 0 investigated, 0 confirmed
(Attachment #1)

ADDITIONAL REPORTS AND DISCUSSION:

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

There has been a lot of focus on student attendance; staying on the seniors for attendance and more so tardies. Overall chronic absenteeism is still under 20% and this is reflective of the new policy where doctors notes, etc are not excused

We ran a fire drill and evacuation drill this month. We used Crisis Go and identified some kinks of staff not having their phone with them.

There is a longer suspension for a student who demonstrated intimidating behavior for the second time.

We are working with the Superintendent of MOESC on some transportation issues. The same bus has been late in the morning and late picking up in the afternoon. On Saturday neither Seman Tov bus picked up students.

The ESports teams volunteered to clean up the weight room. A group of students who have been visiting Mr. Heeter lately will coordinate some other students. Mr. Heeter arranged with Mazza to take our old metal chairs.

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

The long-range facilities report is moved to next month. We are investigating getting a pod-like container for our chairs. We need to get new dumpsters and pave the lot.

We went out to bid for lunch service. Two bids were received. Karson’s costs were substantially lower and they are local. They have been good to work with over the years. We have been adding new menu items. Next year we will have less paperwork as a CEP school. Mr. Block will learn more May 13 through a webinar.

Mr. Block has made a list of rooms to be painted and is looking to replace tiles as an inside job.

In speaking with the auditors they will begin their work in the next few weeks.

A. Executive Session

A1. WHEREAS, Chapter 131, P.L. 1975, also known as the Open Public Meetings Act, authorizes a public body to meet in executive or private session under certain circumstances; and

WHEREAS, said law requires the Board to adopt a resolution at a public meeting before it can meet in such an executive or private session;

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of the Academy Charter High School, County of Monmouth, State of New Jersey that

- it does hereby determine that it is necessary to meet in executive session on May 3, 2018 to discuss matters involving personnel that the matters discussed will be made public if and when confidentiality is no longer required and action pursuant to said discussion will take place meeting.

Motion: P. Lattiboudere

Second: E. Mitchell

Time: 6:25 pm

Roll Call:

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

A2. WHEREAS, Chapter 131, P.L. 1975, also known as the Open Public Meetings Act, authorizes a public body to meet in executive or private session under certain circumstances; and

WHEREAS, the Board met on May 3, 2018 with appropriate cause;

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 Board returns to public session where they may take action.

Motion: K. Brock *Second:* R. Walters *Time:* 7:02 pm

Roll Call:

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

RECOMMENDATIONS OF THE DIRECTOR:

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 April 12, 2018 (Attachment #2):

Motion: F. Winrow *Second:* K. Brock

Roll Call:

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

C. Personnel

C1. RESOLUTION TO APPROVE ADMINISTRATIVE JOB DESCRIPTIONS

WHEREAS, the Board of Trustees of the Academy Charter High School (hereinafter "Board") has been presented with a revised job description school administrator positions; and

WHEREAS, it describe the necessary tasks as per operations guidelines, the approved charter and state laws governing school districts;

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 following job descriptions are approved. (Attachment #3)

Lead Person
 Chief Financial Officer
 Chief Academic Officer
 Dean of Students

Motion: F. Winrow

Second: K. Brock

Roll Call:

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

C2. RESOLUTION TO APPROVE ADMINISTRATORS FOR 2018-2019 SCHOOL YEAR

WHEREAS, the Board of Trustees of the Academy Charter High School (hereinafter "Board") recognizes its responsibility to have highly qualified staff hired for the school year; and

WHEREAS, the Board has reviewed the recommendations of Director McKinley; and

WHEREAS, the Board agrees with the recommendations as each staff member possess the appropriate certification;

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 listed staff be contracted for the 2018 –2019 school year.

	2018-2019 Job Title	2017-2018 Salaries	2018-2019 Salaries
D. Block	Chief Financial Officer	\$ 124,085.83	will be adjusted
J. Farges	Chief Academic Officer	\$ 100,000.00	
S. Heeter	Dean of Students / Lead Person	\$ 65,138.75	

Motion: F. Winrow

Second: K. Brock

Roll Call:

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

C3. RESOLUTION TO APPROVE STAFF FOR 2018-2019 SCHOOL YEAR

WHEREAS, the Board of Trustees of the Academy Charter High School (hereinafter "Board") recognizes its responsibility to have highly qualified staff hired for the school year; and

WHEREAS, the Board has reviewed the recommendations of Director McKinley; and

WHEREAS, the Board agrees with the recommendations as each staff member has met the definition of highly qualified as per NCLB standards and/or met acceptable standards and possess the appropriate certification;

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 listed staff be contracted at the corresponding salaries for the 2018 –2019 school year.

Teachers	2018-2019 Salaries
A. Reiss	\$ 54,922.00
K. Clarke	\$ 53,500.00
L. Manfreda	\$ 63,702.00
J. Johnston	\$ 68,462.00
J. Cornish	\$ 55,122.00
M. Gibson	\$ 56,122.00
J. Wesley	\$ 76,788.00
R. Patterson	\$ 63,616.00
J. Post	\$ 50,855.00
T. Shields	\$ 55,688.00
J. Maida	\$ 54,388.00
A. Matyas	\$ 48,000.00
E. Duffy	\$ 62,560.00
C. Hughes	\$ 70,464.00
M. Wood	\$ 51,548.00
C. Kapalko	\$ 48,000.00

Support Staff	2018-2019 Salaries
D. Seide	\$ 31,000.00
K. Luttman	\$ 64,925.55
D. Matthews	\$ 58,319.04
S. Alston	\$ 59,593.50
S. Wright	\$ 70,317.19
R. Primavera	\$ 52,590.74
D. Harrigan	\$ 36,195.21
M. Matsufani	\$ 60,639.00

Motion: F. Winrow

Second: K. Brock

Roll Call:

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

D. Instructional and Additional Reports:

D1. RESOLUTION TO APPROVE UPCOMING SCHOOL JOURNEYS

Motion by F. Winrow Seconded by K. Brock on recommendation of the Director to approve the following school journeys (**Attachment #4**):

May 4, 2018 Ms. Kapalko & Ms. Reiss	Count Basie Theatre World Language Class	Red Bank, NJ Admission Cost: \$200 Bus Cost \$225
May 16, 2018 Ms. Alston & Ms. Matthews	2018 Teen Conference Junior Girls (23)	Edison, NJ Admission Cost: Free Bus Cost \$300 Paid by Boys & Girls Club
May 23, 2018 TBD (2)	NJ Clean Communities 25 Freshman & Seniors	Lambertville, NJ Admission Cost: Free Bus Cost \$300
May 30, 2018 Ms. Manfreda & Ms. Duffy	Lakewood Blueclaws Game Math Anal. / Alg II / Basic Geo.	Lakewood, NJ Admission Cost: \$332 Bus Cost \$175
June 1, 2018 Ms. Matyas & Ms. Duffy Mr. Gordon	Math & Physics Day (Great Adventure) Spec. Ed. Dept. Students (25)	Jackson, NJ Admission Cost: \$853 Bus Cost TBD
June 6, 2018 Ms. Furgus	Liberty Science Center 45 Community Parents & Students	Jersey City, NJ Admission: Free Bus Cost: \$426

Roll Call:

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

E. FINANCIAL

E1. APPROVAL OF MONTHLY FINANCIAL REPORTS

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

Bill’s List for FY18 (**Attachment #5**)

Board Secretary's Report – March 31, 2018 (Attachment #6)

Line-Item Budget Transfers (Attachment #7)

Roll Call:

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

E2. APPROVAL OF VENDED MEAL SERVICE FOR THE 2018-2019 SCHOOL YEAR

WHEREAS, the Board of Trustees of the Academy Charter High School (hereinafter "Board") received a recommendation of David P. Block, Business Administrator, after reviewing the vended school breakfast and lunch meals bids; and

WHEREAS, sealed bids were solicited, received, opened, recorded, and reviewed as per state law;

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 vended school breakfast and lunch contract is awarded to Karson Food Service Inc., of Ocean, NJ for the 2018-2019 and or subsequent year up to four years.

(Attachment #8)

2018-2019 Breakfast Cost: \$1.40

2018-2019 Lunch Cost: \$2.80

Motion: F. Winrow

Second: K. Brock

Roll Call:

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

F. POLICY

F1. APPROVAL OF UPDATED POLICIES

Motion by F. Winrow Seconded by K. Brock on recommendation of the Director to approve the following updated policies:

1250: Visitors
3510: Operation and Maintenance of Plant
3516: Safety
4115: Supervision
4131 / 4131/1: Staff Development; Inservice Education / Visitations / Conferences
4138 / 4238: Nonschool Employment
5145.4: Equal Educational Opportunity
6114: Emergencies and Disaster Preparedness

6145.1 / 6145.2: Intramural Competition; Interscholastic Competition
6171.3: Title I: Improving Academic Achievement and Parent and Family
Engagement
6171.4: Special Education

Roll Call:

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

Open Public Forum:

Board Comments:

Ms. Winrow stated that Hope Academy gets community volunteers to do minor maintenance work over the summer. She will look in to this and communicate with Mr. Block.

Announcement

The next Board of Trustees meeting is scheduled for Thursday, June 7, 2018 at 5:30 pm

Adjourn

Motion by P. Lattiboudere, seconded by F. Winrow, to adjourn at 7:09 pm.

Ayes 6 Nays 0