

# Academy Charter High School

1725 Main Street

Lake Como, New Jersey 07719

Phone (732) 681-8377

## THURSDAY, OCTOBER 7, 2021 REGULAR MEETING MINUTES

### CALL TO ORDER BY SECRETARY: 5:39pm

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\_\_\_ Perry Lattiboudere                      \_\_\_P\_\_\_ Everett Mitchell  
                  \_\_\_Abs.\_ Alyce Franklin-Owens                \_\_\_P\_\_\_ Jessica Perez  
                  \_\_\_P\_\_\_ Michael Forcella                            \_\_\_P\_\_\_ Timothy Brennan  
                  \_\_\_Abs.\_ Nicholas Marco                           \_\_\_Abs.\_ David Wallace

                  \_\_\_P\_\_\_ Shawn Heeter                                        \_\_\_P\_\_\_ David Block

### Open Public Forum: Agenda Items Only

OLD BUSINESS:

NEW BUSINESS:

#### Mr. Heeter Update – Organization

Mr. Heeter began by speaking about the enrollment push we have experienced over the first month of the school year and how that has impacted overages, as well as social distancing. He then spoke of our new hires up for approval, as well as the mandated COVID testing that begins on October 18<sup>th</sup>. Next, Mr. Heeter spoke about the NJ Start Strong Testing and the upcoming PSAT & SAT day on October 13<sup>th</sup>. Finally, Mr. Heeter spoke of the Virtual Learning Plan presented on the agenda, as well as mentoring and our Renewal Application to be submitted by October 15<sup>th</sup>.

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

Mr. Block also spoke about the push for enrollment, focusing on the students that are coming from the Lakewood community. Finally, Mr. Block spoke to the board about the importance of the next two board meeting leading into the December 14<sup>th</sup> visit from the State Department of Education.

### INSTRUCTIONAL REPORT:

Enrollment - 171 (171); 9<sup>th</sup> - 45 (45); 10<sup>th</sup> – 36 (36); 11<sup>th</sup> – 46 (46); 12<sup>th</sup> – 44 (44)  
(Attachment #1)

**RECOMMENDATIONS OF THE LEAD PERSON:**

**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 September 2, 2021 (**Attachment #2**):

*Motion* M. Forcella

*Second* T. Brennan

Roll Call:

P. Lattiboudere Y E. Mitchell Y A. Franklin-Owens Abs. M. Forcella Y  
T. Brennan Y J. Perez Y N. Marco Abs. D. Wallace Abs.

**B. Personnel**

**B1. RESOLUTION TO APPROVE 2021-2022 EXTRA CURRICULAR ADVISORS**

Motion by M. Forcella, Seconded by T. Brennan, on recommendation of the Lead Person to approve the following staff as advisors:

|                         |                        |                 |
|-------------------------|------------------------|-----------------|
| Student Council Advisor | Ms. Johnston           | \$2,000         |
| Senior Class Advisor    | Ms. Wood / Mr. Johnson | \$1,750 (Split) |
| Junior Class Advisor    | Mr. Cornish            | \$1,500         |
| Sophomore Class Advisor | Ms. Wright / Ms. Hope  | \$1,250 (Split) |
| Freshmen Class Advisor  | Ms. Wesley / Ms. Duffy | \$1,250 (Split) |
| National Honor Society  | Ms. Johnston           | \$750           |
| Yearbook                | Ms. Wright             | \$1,750         |
| Open Gym Sports         | Mr. Fowler             | \$65 per day    |
| Open Gym Sports         | Mr. Tague              | \$65 per day    |

**Title I Funded:**

|   |               |              |
|---|---------------|--------------|
| After-School Homework Center Teacher    | Ms. Cornish   | \$65 per day |
| After-School Homework Center Teacher    | Mr. Matsutani | \$65 per day |
| After-School Homework Center Teacher    | Ms. Wood      | \$65 per day |
| After-School Homework Center Teacher    | Mr. Shields   | \$65 per day |
| After-School Homework Center Substitute | Ms. Wesley    | \$65 per day |
| PBIS Data Coordinator                   | Ms. Wright    | \$1,000      |

Roll Call:

P. Lattiboudere Y E. Mitchell Y A. Franklin-Owens Abs. M. Forcella Y  
T. Brennan Y J. Perez Y N. Marco Abs. D. Wallace Abs.

**B2. RESOLUTION TO APPROVE THE JOB DESCRIPTIONS OF CONFIDENTIAL BILINGUAL ADMINISTRATIVE ASSISTANT & ESL / ELL EDUCATION TEACHER**

Motion by M. Forcella, Seconded by T. Brennan, on recommendation of the Lead Person to approve the Job Descriptions of Confidential Bilingual Administrative Assistant & ESL / ELL Education Teacher. **(Attachment #3)**

Roll Call:

P. Lattiboudere \_\_\_Y\_\_\_ E. Mitchell \_\_\_Y\_\_\_ A. Franklin-Owens \_\_\_Abs.\_\_\_ M. Forcella \_\_\_Y\_\_\_  
T. Brennan \_\_\_Y\_\_\_ J. Perez \_\_\_Y\_\_\_ N. Marco \_\_\_Abs.\_\_\_ D. Wallace \_\_\_Abs.\_\_\_\_

**B3. RESOLUTION TO ACCEPT THE HIRING OF ISABEL MARMOLEJO AS CONFIDENTIAL BILIGUAL ADMINISTRATIVE ASSISTANT, EFFECTIVE SEPTEMBER 24, 2021.**

Motion by M. Forcella, Seconded by T. Brennan, on recommendation of the Lead Person to approve the appointment of Isabel Marmolejo, Confidential Bilingual Administrative Assistant, effective September 24, 2021 at a rate of \$52,000. **(Attachment #4)**

Roll Call:

P. Lattiboudere \_\_\_Y\_\_\_ E. Mitchell \_\_\_Y\_\_\_ A. Franklin-Owens \_\_\_Abs.\_\_\_ M. Forcella \_\_\_Y\_\_\_  
T. Brennan \_\_\_Y\_\_\_ J. Perez \_\_\_Y\_\_\_ N. Marco \_\_\_Abs.\_\_\_ D. Wallace \_\_\_Abs.\_\_\_\_

**B4. RESOLUTION TO ACCEPT THE HIRING OF JENNIFER MACK AS TEACHER OF THE HANDICAPPED, EFFECTIVE OCTOBER 18, 2021.**

Motion by M. Forcella, Seconded by T. Brennan, on recommendation of the Lead Person to approve the appointment of Jennifer Mack, Teacher of the Handicapped, effective October 18, 2021 at a rate of \$70,000. **(Attachment #5)**

Roll Call:

P. Lattiboudere \_\_\_Y\_\_\_ E. Mitchell \_\_\_Y\_\_\_ A. Franklin-Owens \_\_\_Abs.\_\_\_ M. Forcella \_\_\_Y\_\_\_  
T. Brennan \_\_\_Y\_\_\_ J. Perez \_\_\_Y\_\_\_ N. Marco \_\_\_Abs.\_\_\_ D. Wallace \_\_\_Abs.\_\_\_\_

**B5. RESOLUTION TO APPROVE 4th BLOCK TEACHER OVERAGES FOR THE FALL SEMESTER OF THE 2021-2022 SCHOOL YEAR**

Motion by M. Forcella, Seconded by T. Brennan, on recommendation of the Lead Person to approve 4th Day Teacher Overages for the 2021-2022 school year at a rate of \$3,500 for 1<sup>st</sup> half of the school year as follows: *(Paid from Line 43 / 11-140-100-100)*

Fall Overages

|                |             |            |             |
|----------------|-------------|------------|-------------|
| Ms. Fitzgerald | Ms. Gronert | Mr. Maida  | Ms. Cornish |
| Ms. Reiss      | Mr. Shields | Mr. McGill | Ms. Duffy   |

Roll Call:

P. Lattiboudere \_\_\_Y\_\_\_ E. Mitchell \_\_\_Y\_\_\_ A. Franklin-Owens \_\_\_Abs.\_\_\_ M. Forcella \_\_\_Y\_\_\_  
T. Brennan \_\_\_Y\_\_\_ J. Perez \_\_\_Y\_\_\_ N. Marco \_\_\_Abs.\_\_\_ D. Wallace \_\_\_Abs.\_\_\_\_

**C. Instructional and Additional Reports:**

**C1. RESOLUTION TO APPROVE UPCOMING STAFF PROFESSIONAL DEVELOPMENT**

Motion by M. Forcella, Seconded by T. Brennan, on recommendation of the Lead Person to approve the following staff professional development

October 13, 2021 “Catchng Up Students Who Have Fallen Behind in Math” BER Newark, NJ  
Ms. Reiss \$279

Roll Call:

P. Lattiboudere \_\_\_Y\_\_\_ E. Mitchell \_\_\_Y\_\_\_ A. Franklin-Owens \_\_\_Abs.\_\_\_ M. Forcella \_\_\_Y\_\_\_  
T. Brennan \_\_\_Y\_\_\_ J. Perez \_\_\_Y\_\_\_ N. Marco \_\_\_Abs.\_\_\_ D. Wallace \_\_\_Abs.\_\_\_

**C2. RESOLUTION TO HOLD IN-SCHOOL SAT & PSAT TESTING FOR SOPHMORES, JUNIORS, AND SENIORS ON WEDNESDAY, OCTOBER 13, 2021**

Motion by M. Forcella, Seconded by T. Brennan, on recommendation of the Lead Person to approve the in-school SAT & PSAT Testing of the Sophomore, Junior, and Senior Classes on Wednesday, October 13, 2021. This may include a 1:00pm dismissal.

Roll Call:

P. Lattiboudere \_\_\_Y\_\_\_ E. Mitchell \_\_\_Y\_\_\_ A. Franklin-Owens \_\_\_Abs.\_\_\_ M. Forcella \_\_\_Y\_\_\_  
T. Brennan \_\_\_Y\_\_\_ J. Perez \_\_\_Y\_\_\_ N. Marco \_\_\_Abs.\_\_\_ D. Wallace \_\_\_Abs.\_\_\_

**C3. RESOLUTION TO APPROVE THE DANIELSON GUIDANCE COUNSELOR EVALUATION TOOL**

Motion by M. Forcella, Seconded by T. Brennan, on recommendation of the Lead Person to approve the Danielson Guidance Counselor Evaluation Tool. (**Attachment #6**)

Roll Call:

P. Lattiboudere \_\_\_Y\_\_\_ E. Mitchell \_\_\_Y\_\_\_ A. Franklin-Owens \_\_\_Abs.\_\_\_ M. Forcella \_\_\_Y\_\_\_  
T. Brennan \_\_\_Y\_\_\_ J. Perez \_\_\_Y\_\_\_ N. Marco \_\_\_Abs.\_\_\_ D. Wallace \_\_\_Abs.\_\_\_

**C4. RESOLUTION TO APPROVE THE ADMINISTRATOR EVALUATION TOOL**

Motion by M. Forcella, Seconded by T. Brennan, on recommendation of the Lead Person to approve the Administrator Evaluation Tool. (**Attachment #7**)

Roll Call:

P. Lattiboudere \_\_\_Y\_\_\_ E. Mitchell \_\_\_Y\_\_\_ A. Franklin-Owens \_\_\_Abs.\_\_\_ M. Forcella \_\_\_Y\_\_\_  
T. Brennan \_\_\_Y\_\_\_ J. Perez \_\_\_Y\_\_\_ N. Marco \_\_\_Abs.\_\_\_ D. Wallace \_\_\_Abs.\_\_\_

**C5. RESOLUTION TO APPROVE 2021-2022 EMERGENCY REMOTE LEARNING PLAN**

Motion by M. Forcella, Seconded by T. Brennan, on recommendation of the Lead Person to approve the 2021-2021 school year “Emergency Remote Learning Plan”.

Roll Call:

P. Lattiboudere \_\_\_Y\_\_\_ E. Mitchell \_\_\_Y\_\_\_ A. Franklin-Owens \_\_\_Abs.\_\_\_ M. Forcella \_\_\_Y\_\_\_  
T. Brennan \_\_\_Y\_\_\_ J. Perez \_\_\_Y\_\_\_ N. Marco \_\_\_Abs.\_\_\_ D. Wallace \_\_\_Abs.\_\_\_

**D. FINANCIAL**

**D1. APPROVAL OF MONTHLY FINANCIAL REPORTS**

Motion by M. Forcella, Seconded by T. Brennan, BE IT HEREBY RESOLVED BY THE ACADEMY CHARTER HIGH SCHOOL BOARD OF TRUSTEES, to approve the following –

Bill’s List for FY22 (**Attachment #8**)

Board Secretary’s Report – July 31, 2021 & August 31, 2021 (**Attachment #9**)

Roll Call:

P. Lattiboudere \_\_\_Y\_\_\_ E. Mitchell \_\_\_Y\_\_\_ A. Franklin-Owens \_\_\_Abs. \_\_\_ M. Forcella \_\_\_Y\_\_\_  
T. Brennan \_\_\_Y\_\_\_ J. Perez \_\_\_Y\_\_\_ N. Marco \_\_\_Abs. \_\_\_ D. Wallace \_\_\_Abs. \_\_\_

**D2. RESOLUTION TO APPROVE 2021-2022 CONTRACT WITH SCHOOL BOUND TRANSPORTATION**

Motion by M. Forcella, Seconded by T. Brennan, on recommendation of the Chief Financial Officer to approve the school transportation contract with School Bound Transportation at a rate of \$303.00 per day, not to exceed \$52,000 for the 2021-2022 school year.

Roll Call:

P. Lattiboudere \_\_\_Y\_\_\_ E. Mitchell \_\_\_Y\_\_\_ A. Franklin-Owens \_\_\_Abs. \_\_\_ M. Forcella \_\_\_Y\_\_\_  
T. Brennan \_\_\_Y\_\_\_ J. Perez \_\_\_Y\_\_\_ N. Marco \_\_\_Abs. \_\_\_ D. Wallace \_\_\_Abs. \_\_\_

**D3. RESOLUTION TO APPROVE UPDATED 2021-2022 CONTRACT WITH EDUCATIONAL FACILITY MANAGEMENT**

Motion by M. Forcella, Seconded by T. Brennan, on recommendation of the Chief Financial Officer to approve the updated contract with Educational Facility Management at an annual rate of \$37,000. (Previous annual rate was \$34,200. Had not been updated since 2014-2015)

Roll Call:

P. Lattiboudere \_\_\_Y\_\_\_ E. Mitchell \_\_\_Y\_\_\_ A. Franklin-Owens \_\_\_Abs. \_\_\_ M. Forcella \_\_\_Y\_\_\_  
T. Brennan \_\_\_Y\_\_\_ J. Perez \_\_\_Y\_\_\_ N. Marco \_\_\_Abs. \_\_\_ D. Wallace \_\_\_Abs. \_\_\_

**Open Public Forum:**

**Board Comments:**

**Announcement**

The next Board of Trustees meeting is scheduled for Thursday, November 11, 2021 at 5:30 pm

**Adjourn**

Motion by T. Brennan, Seconded by P. Lattiboudere, to adjourn at 6:14pm.

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