

Academy Charter High School

1725 Main Street

Lake Como, New Jersey 07719

Phone (732) 681-8377

THURSDAY, JULY 23, 2020 REGULAR MEETING MINUTES

CALL TO ORDER BY SECRETARY: 5:35pm

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

 ___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 began by briefly reviewing the Annual Report with the Trustees. He then went on to speak about the equity consortium through Monmouth University that the school would be taking part in during the 20.21 school year. Next, Mr. Heeter spoke about the adjustments to the school calendar, which took into about transportation for students, as well as time for the online learning platform. Finally, Mr. Heeter gave an overview of the scheduling and "Road Back" plan for the 20.21 school year.

Ms. Martin Update – Curriculum & Instruction

Ms. Martin began by giving the board an overview of the Edgenuity software that the teachers would be integrating to their in-person, as well as remote curriculum. She then spoke about Newsela, as well as other tools that would help teachers seamlessly transition back and forth from remote to in-person instruction. Finally, Ms. Martin spoke about the professional development that the teachers would be taking part in to kick off the 20.21 school year.

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

Mr. Block began by speaking about different facilities projects that have been worked on throughout the summer. In this, he mentioned the gym floor, painting around the school, as well as enhanced cleaning products that will be used to combat COVID-19. Next, Mr. Block mentioned that the FY20 Audit would be getting started in the next couple weeks. Finally, Mr. Block spoke about the CARES Act funds that were released to the schools, and stated that ours have been applied for and are on the way.

INSTRUCTIONAL REPORT

HIB Report – 0 reported, 0 investigated, 0 confirmed

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: P. Lattiboudere (Nom. TB & MF)	July 1, 2020 to June 30, 2021

Motion P. Lattiboudere *Second* T. Brennan

Roll Call:

P. Lattiboudere Y E. Mitchell Y A. Franklin-Owens abs.
M. Forcella Y T. Brennan Y J. Perez Y

A2. 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
Vice-President: E. Mitchell (Nom. PL & MF)	July 1, 2020 to June 30, 2021

Motion P. Lattiboudere *Second* M. Forcella

Roll Call:

P. Lattiboudere Y E. Mitchell Y A. Franklin-Owens abs.
M. Forcella Y T. Brennan Y J. Perez Y

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 4, 2020 (**Attachment #1**):

Motion __M. Forcella__

Second __P. Lattiboudere__

Roll Call:

P. Lattiboudere ___Y___ E. Mitchell ___Y___ A. Franklin-Owens __abs._

M. Forcella ___Y___ T. Brennan __Y___ J. Perez ___Y___

RECOMMENDATIONS OF THE LEAD PERSON:

C. Actions for 2020-2021 School Year:

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

Motion __M. Forcella__

Second __P. Lattiboudere__

Roll Call:

P. Lattiboudere ___Y___ E. Mitchell ___Y___ A. Franklin-Owens __abs._

M. Forcella ___Y___ T. Brennan __Y___ J. Perez ___Y___

C2. Appoint Medical Inspector, Dr. Falco

Motion __M. Forcella__

Second __P. Lattiboudere__

Roll Call:

P. Lattiboudere ___Y___ E. Mitchell ___Y___ A. Franklin-Owens __abs._

M. Forcella ___Y___ T. Brennan __Y___ J. Perez ___Y___

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

Motion __M. Forcella__

Second __P. Lattiboudere__

Roll Call:

P. Lattiboudere ___Y___ E. Mitchell ___Y___ A. Franklin-Owens __abs._

M. Forcella ___Y___ T. Brennan __Y___ J. Perez ___Y___

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

Motion __M. Forcella__

Second __P. Lattiboudere__

Roll Call:

P. Lattiboudere ___Y___ E. Mitchell ___Y___ A. Franklin-Owens __abs._

M. Forcella ___Y___ T. Brennan __Y___ J. Perez ___Y___

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

Motion M. Forcella

Second P. Lattiboudere

Roll Call:

P. Lattiboudere Y E. Mitchell Y A. Franklin-Owens abs.

M. Forcella Y T. Brennan Y J. Perez Y

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 M. Forcella

Second P. Lattiboudere

Roll Call:

P. Lattiboudere Y E. Mitchell Y A. Franklin-Owens abs.

M. Forcella Y T. Brennan Y J. Perez Y

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

Motion M. Forcella

Second P. Lattiboudere

Roll Call:

P. Lattiboudere Y E. Mitchell Y A. Franklin-Owens abs.

M. Forcella Y T. Brennan Y J. Perez Y

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

Motion M. Forcella

Second P. Lattiboudere

Roll Call:

P. Lattiboudere Y E. Mitchell Y A. Franklin-Owens abs.

M. Forcella Y T. Brennan Y J. Perez Y

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

Motion M. Forcella

Second P. Lattiboudere

Roll Call:

P. Lattiboudere Y E. Mitchell Y A. Franklin-Owens abs.

M. Forcella Y T. Brennan Y J. Perez Y

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

Motion M. Forcella

Second P. Lattiboudere

Roll Call:

P. Lattiboudere ___Y___ E. Mitchell ___Y___ A. Franklin-Owens __abs._

M. Forcella ___Y___ T. Brennan __Y___ J. Perez ___Y___

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

Motion __M. Forcella__

Second __P. Lattiboudere__

Roll Call:

P. Lattiboudere ___Y___ E. Mitchell ___Y___ A. Franklin-Owens __abs._

M. Forcella ___Y___ T. Brennan __Y___ J. Perez ___Y___

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

Motion __M. Forcella__

Second __P. Lattiboudere__

Roll Call:

P. Lattiboudere ___Y___ E. Mitchell ___Y___ A. Franklin-Owens __abs._

M. Forcella ___Y___ T. Brennan __Y___ J. Perez ___Y___

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

Motion __M. Forcella__

Second __P. Lattiboudere__

Roll Call:

P. Lattiboudere ___Y___ E. Mitchell ___Y___ A. Franklin-Owens __abs._

M. Forcella ___Y___ T. Brennan __Y___ J. Perez ___Y___

C14. Appoint Official Newspaper of the District-

The Coaster, The Coast Star, and Asbury Park Press

Motion __M. Forcella__

Second __P. Lattiboudere__

Roll Call:

P. Lattiboudere ___Y___ E. Mitchell ___Y___ A. Franklin-Owens __abs._

M. Forcella ___Y___ T. Brennan __Y___ J. Perez ___Y___

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

AXA Equitable and Lincoln Investment.

Motion __M. Forcella__

Second __P. Lattiboudere__

Roll Call:

P. Lattiboudere ___Y___ E. Mitchell ___Y___ A. Franklin-Owens __abs._

M. Forcella ___Y___ T. Brennan __Y___ J. Perez ___Y___

D. Personnel

D1. RESOLUTION TO APPROVE 2020 FRESHMAN BOOTCAMP TEACHERS

Motion by M. Forcella, seconded by P. Lattiboudere, on recommendation of the Lead Person to approve the following teachers for the 2020 Freshman Bootcamp at a stipend of \$1,500.

Deborah Gould / Casey Kapalko

Budget Line: Line 20-231-100-100

Roll Call:

P. Lattiboudere ___Y___ E. Mitchell ___Y___ A. Franklin-Owens __abs._
M. Forcella ___Y___ T. Brennan __Y___ J. Perez ___Y___

D2. RESOLUTION TO APPROVE CURRICULUM WRITING FOR THE SUMMER OF 2020

Motion by M. Forcella, seconded by P. Lattiboudere, on recommendation of the Lead Person to approve Casey Kapalko (Core English / In-House Seton Hall Course) & Jeff McGill (Computer Science) to complete curriculum writing at a rate of \$600.00 per course.

Roll Call:

P. Lattiboudere ___Y___ E. Mitchell ___Y___ A. Franklin-Owens __abs._
M. Forcella ___Y___ T. Brennan __Y___ J. Perez ___Y___

D3. RESOLUTION TO APPROVE TRANSLATION SERVICES FOR THE SUMMER OF 2020

Motion by M. Forcella, seconded by P. Lattiboudere, on recommendation of the Lead Person to approve Cheryl Lyn Larson for written translation services (recruitment mailer) for the summer of 2020 at a rate of \$200.

Roll Call:

P. Lattiboudere ___Y___ E. Mitchell ___Y___ A. Franklin-Owens __abs._
M. Forcella ___Y___ T. Brennan __Y___ J. Perez ___Y___

E. Additional Reports and Discussion:

E1. RESOLUTION TO JOIN THE NJSIAA FOR THE 2020-2021 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 2020 - 2021 school year with payment of dues in the amount \$2,150 *Budget Line: 11-000-213-300*

Motion M. Forcella

Second P. Lattiboudere

Roll Call:

P. Lattiboudere Y E. Mitchell Y A. Franklin-Owens abs.

M. Forcella Y T. Brennan Y J. Perez Y

E2. RESOLUTION TO ACCEPT AND APPLY FOR THE FY21 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 - \$ 55,142

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 M. Forcella

Second P. Lattiboudere

Roll Call:

P. Lattiboudere Y E. Mitchell Y A. Franklin-Owens abs.

M. Forcella Y T. Brennan Y J. Perez Y

E3. RESOLUTION TO ACCEPT AND APPLY FOR THE FY21 ESEA GRANT

WHEREAS, the Board of Trustees of the Academy Charter High School (hereinafter “Board”) has reviewed the Grant Application for ESEA FY 21 in the following amounts:

Title I Award - \$135,555

Title IIA Award - \$10,879

Title I Reallocated Award - \$ 4,947

Total Award - \$151,381

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 M. Forcella

Second P. Lattiboudere

Roll Call:

P. Lattiboudere Y E. Mitchell Y A. Franklin-Owens abs.

M. Forcella Y T. Brennan Y J. Perez Y

E4. RESOLUTION TO REFUSE FY21 ESEA TITLE III GRANT FUNDS

WHEREAS, the Board of Trustees of the Academy Charter High School (hereinafter “Board”) has reviewed the Grant Application for ESEA FY 21 in the following amounts:

Title III Award - \$811

Total Award - \$811

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 Red Bank Charter School refuses to accept and apply for the FY21 ESSA Grant Awards for Title III.

Motion M. Forcella

Second P. Lattiboudere

Roll Call:

P. Lattiboudere Y E. Mitchell Y A. Franklin-Owens abs.

M. Forcella Y T. Brennan Y J. Perez Y

E5. RESOLUTION TO JOIN THE NJPCSA FOR THE 2020-2021 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 M. Forcella

Second P. Lattiboudere

Roll Call:

P. Lattiboudere Y E. Mitchell Y A. Franklin-Owens abs.

M. Forcella Y T. Brennan Y J. Perez Y

E6. RESOLUTION TO JOIN THE NJSBA FOR THE 2020-2021 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 2020-2021 school year with payment of dues in the amount \$ 2,500.

Motion __M. Forcella__

Second __P. Lattiboudere__

Roll Call:

P. Lattiboudere ___Y___ E. Mitchell ___Y___ A. Franklin-Owens __abs._

M. Forcella ___Y___ T. Brennan __Y___ J. Perez ___Y___

E7. RESOLUTION TO APPROVE THE ENGLISH LANGUAGE SERVICE THREE-YEAR PROGRAM PLAN

Motion by M. Forcella, seconded by P. Lattiboudere, to approve the Academy Charter High School English Language Service Three-Year Program Plan for the school year 2020-2023 as presented to the Board of Trustees. (**Attachment #2**)

Roll Call:

P. Lattiboudere ___Y___ E. Mitchell ___Y___ A. Franklin-Owens __abs._

M. Forcella ___Y___ T. Brennan __Y___ J. Perez ___Y___

E8. RESOLUTION TO APPROVE TO AMEND THE 2020-2021 ACADEMY CHARTER HIGH SCHOOL CALENDAR

Motion by M. Forcella, seconded by P. Lattiboudere, on recommendation of the Lead Person to approve to amend the 2020-2021 school calendar to reflect the last day of the school year as June 12, 2020. (**Attachment #3**)

Roll Call:

P. Lattiboudere ___Y___ E. Mitchell ___Y___ A. Franklin-Owens __abs._

M. Forcella ___Y___ T. Brennan __Y___ J. Perez ___Y___

E9. RESOLUTION TO JOIN THE CENTRAL JERSEY CONSORTIUM FOR EXCELLENCE AND EQUITY

Motion by M. Forcella, seconded by P. Lattiboudere, on recommendation of the Lead Person to join the Central Jersey Consortium for Excellence and Equity, hosted by Monmouth University, for the 2020-2021 school year at a cost of \$2,000.

Roll Call:

P. Lattiboudere ___Y___ E. Mitchell ___Y___ A. Franklin-Owens __abs._

M. Forcella ___Y___ T. Brennan __Y___ J. Perez ___Y___

E10. RESOLUTION TO APPROVE THE PRELIMINARY “ROAD BACK” PLAN FOR THE 2020-2021 SCHOOL YEAR

Motion by M. Forcella, seconded by P. Lattiboudere, on recommendation of the Lead Person to approve the preliminary “Road Back” plan for the 2020-2021 school year.

Roll Call:

P. Lattiboudere ___Y___ E. Mitchell ___Y___ A. Franklin-Owens __abs._
M. Forcella ___Y___ T. Brennan __Y___ J. Perez ___Y___

RECOMMENDATIONS OF THE CHIEF FINANCIAL OFFICER:

F. BUSINESS

F1. RESOLUTION TO APPROVE AETNA AS THE DENTAL BENEFIT PROVIDER

Motion by M. Forcella, seconded by P. Lattiboudere, to approve the continued service of Aetna as the district’s dental benefit provider effective August 1, 2020 through July 31, 2021 at an increase of 0.00% over the previous rate.

Roll Call:

P. Lattiboudere ___Y___ E. Mitchell ___Y___ A. Franklin-Owens __abs._
M. Forcella ___Y___ T. Brennan __Y___ J. Perez ___Y___

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

Motion by M. Forcella, seconded by P. Lattiboudere, to approve and accept the continued Liability Insurance Coverage by New Jersey Schools Insurance Group at the quoted rate of \$60,480.36 for the 2021 Fiscal Year (*FY20 Coverage was \$66,716.94*).

Roll Call:

P. Lattiboudere ___Y___ E. Mitchell ___Y___ A. Franklin-Owens __abs._
M. Forcella ___Y___ T. Brennan __Y___ J. Perez ___Y___

G. FINANCIAL

G1. APPROVAL OF MONTHLY FINANCIAL REPORTS

Motion by M. Forcella, 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 2020 (**Attachment #4**)

Bill’s List for FY20 & FY21 (**Attachment #5**)

Roll Call:

P. Lattiboudere ___Y___ E. Mitchell ___Y___ A. Franklin-Owens __abs._

M. Forcella ___Y___ T. Brennan __Y___ J. Perez ___Y___

H. POLICY

H1. APPROVAL OF FIRST READING OF POLICIES

WHEREAS, the Board of Trustees of the Academy Charter High School (hereinafter “Board”) has been presented with the following policies (**Attachment #6**):

1250 – Visitors
3510 – Operations and Maintenance
3541.33 – Transportation
5141.2 – Illness
5141.3 – Health Exam & Immunizations

WHEREAS, this policy is aligned with the values of Academy Charter High School and recommendations of the New Jersey School Boards Association; and

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 attached policies are approved for first reading.

Motion ___M. Forcella___

Second ___P. Lattiboudere___

Roll Call:

P. Lattiboudere ___Y___ E. Mitchell ___Y___ A. Franklin-Owens __abs._

M. Forcella ___Y___ T. Brennan __Y___ J. Perez ___Y___

Open Public Forum: None

Board Comments: None

Announcement

The next Board of Trustees meeting is scheduled for Thursday, September 3, 2020 at 5:30 pm

Adjourn

Motion by M. Forcella, seconded by P. Lattiboudere, to adjourn at 7:00pm.

Ayes_5___ Nays_0_____