

Academy Charter High School

1725 Main Street

Lake Como, New Jersey 07719

Phone (732) 681-8377

THURSDAY, AUGUST 3, 2023 5:30 P.M. REGULAR MEETING MINUTES

CALL TO ORDER BY SECRETARY: 5:31pm

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 Abs Everett Mitchell
 Abs Alyce Franklin-Owens P Jessica Perez
 P Michael Forcella P Timothy Brennan
 Abs Nicholas Marco

 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 Emergency Virtual Plan that is being presented to the board for their approval tonight. This plan leads the school into virtual learning if the was an event that called for it. Next, Mr. Heeter spoke about the Annual Report which is also up for approval tonight. At this point, the report has been distributed to the County DOE Office, as well as the required school districts. Finally, Mr. Heeter spoke about the Threat Assessment Team that has been put together by the administration and will be on the next agenda for approval.

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

Mr. Block began by speaking about the FY23 Financial Audit that has already began. He stated that the in district field work has already taken place and that he will be working closely with the auditors over the next couple of months to complete the process. Finally, Mr. Block spoke about the upcoming facilities projects that will be taking place over the next year. He stated that the biggest need are roof replacement and second floor bathroom renovations.

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;

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: Michael Forcella	July 1, 2023 to June 30, 2024

<i>Motion</i> <u>P. Lattiboudere</u>	<i>Second</i> <u>J. Perez</u>
--------------------------------------	-------------------------------

Roll Call:

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

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: 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: Perry Lattiboudere	July 1, 2023 to June 30, 2024

<i>Motion</i> <u>M. Forcella</u>	<i>Second</i> <u>T. Brennan</u>
----------------------------------	---------------------------------

Roll Call:

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

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 1, 2023 (**Attachment #1**):

Motion ___P. Lattiboudere___

Second ___M. Forcella___

Roll Call:

P. Lattiboudere ___Y___ E. Mitchell ___Abs___ A. Franklin-Owens ___Abs___ M. Forcella ___Y___

T. Brennan ___Y___ J. Perez ___Y___ N. Marco ___Abs___

RECOMMENDATIONS OF THE LEAD PERSON:

C. Actions for 2023-2024 School Year:

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

Motion ___P. Lattiboudere___

Second ___M. Forcella___

Roll Call:

P. Lattiboudere ___Y___ E. Mitchell ___Abs___ A. Franklin-Owens ___Abs___ M. Forcella ___Y___

T. Brennan ___Y___ J. Perez ___Y___ N. Marco ___Abs___

C2. Appoint Board Attorney, the firm of Hanlon Neimann, at an annual cost not to exceed \$7,500 (1 year term)

Motion ___P. Lattiboudere___

Second ___M. Forcella___

Roll Call:

P. Lattiboudere ___Y___ E. Mitchell ___Abs___ A. Franklin-Owens ___Abs___ M. Forcella ___Y___

T. Brennan ___Y___ J. Perez ___Y___ N. Marco ___Abs___

C3. Appoint Auditor, Jump, Perry & Company, at an annual cost not to exceed \$20,000

Motion ___P. Lattiboudere___

Second ___M. Forcella___

Roll Call:

P. Lattiboudere ___Y___ E. Mitchell ___Abs___ A. Franklin-Owens ___Abs___ M. Forcella ___Y___

T. Brennan ___Y___ J. Perez ___Y___ N. Marco ___Abs___

C4. Appointment of the Public Agency Compliance Officer (P.A.C.O.), David P. Block

Motion ___P. Lattiboudere___

Second ___M. Forcella___

Roll Call:

P. Lattiboudere ___Y___ E. Mitchell ___Abs___ A. Franklin-Owens ___Abs___ M. Forcella ___Y___

T. Brennan ___Y___ J. Perez ___Y___ N. Marco ___Abs___

C5. 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 ___P. Lattiboudere___

*Second*___M. Forcella___

Roll Call:

P. Lattiboudere ___Y___ E. Mitchell ___Abs___ A. Franklin-Owens ___Abs___ M. Forcella ___Y___
T. Brennan ___Y___ J. Perez ___Y___ N. Marco ___Abs___

C6. Motion to approve the Board Policies (NJSBA Critical Policy Manual) and Curriculum of Academy Charter Board of Trustees.

Motion ___P. Lattiboudere___

*Second*___M. Forcella___

Roll Call:

P. Lattiboudere ___Y___ E. Mitchell ___Abs___ A. Franklin-Owens ___Abs___ M. Forcella ___Y___
T. Brennan ___Y___ J. Perez ___Y___ N. Marco ___Abs___

C7. Appoint Brian Reilly, Centric Benefit Consulting, as the Insurance Broker of Record for the District’s Dental Insurance Benefits.

Motion ___P. Lattiboudere___

*Second*___M. Forcella___

Roll Call:

P. Lattiboudere ___Y___ E. Mitchell ___Abs___ A. Franklin-Owens ___Abs___ M. Forcella ___Y___
T. Brennan ___Y___ J. Perez ___Y___ N. Marco ___Abs___

C8. Appoint David P. Block as the District’s Affirmative Action Officer.

Motion ___P. Lattiboudere___

*Second*___M. Forcella___

Roll Call:

P. Lattiboudere ___Y___ E. Mitchell ___Abs___ A. Franklin-Owens ___Abs___ M. Forcella ___Y___
T. Brennan ___Y___ J. Perez ___Y___ N. Marco ___Abs___

C9. Appoint Shawn Heeter as the District’s Title IX Officer.

Motion ___P. Lattiboudere___

*Second*___M. Forcella___

Roll Call:

P. Lattiboudere ___Y___ E. Mitchell ___Abs___ A. Franklin-Owens ___Abs___ M. Forcella ___Y___
T. Brennan ___Y___ J. Perez ___Y___ N. Marco ___Abs___

C10. Appoint Lorissa Voorhees as the District’s Section 504 Officer.

Motion ___P. Lattiboudere___

*Second*___M. Forcella___

Roll Call:

P. Lattiboudere ___Y___ E. Mitchell ___Abs___ A. Franklin-Owens ___Abs___ M. Forcella ___Y___
T. Brennan ___Y___ J. Perez ___Y___ N. Marco ___Abs___

C11. Appoint David P. Block as the District’s Custodian of Petty Cash.

Motion ___P. Lattiboudere___

Second ___M. Forcella___

Roll Call:

P. Lattiboudere ___Y___ E. Mitchell ___Abs___ A. Franklin-Owens ___Abs___ M. Forcella ___Y___

T. Brennan ___Y___ J. Perez ___Y___ N. Marco ___Abs___

C12. Appoint Official Newspaper of the District-

The Coaster, The Coast Star, and Asbury Park Press

Motion ___P. Lattiboudere___

Second ___M. Forcella___

Roll Call:

P. Lattiboudere ___Y___ E. Mitchell ___Abs___ A. Franklin-Owens ___Abs___ M. Forcella ___Y___

T. Brennan ___Y___ J. Perez ___Y___ N. Marco ___Abs___

C13. Motion to approve the following Tax Shelter Annuity Funds for employee contribution:

AXA Equitable and Lincoln Investment.

Motion ___P. Lattiboudere___

Second ___M. Forcella___

Roll Call:

P. Lattiboudere ___Y___ E. Mitchell ___Abs___ A. Franklin-Owens ___Abs___ M. Forcella ___Y___

T. Brennan ___Y___ J. Perez ___Y___ N. Marco ___Abs___

D. Personnel

D1. RESOLUTION FOR STAFF HIRES BETWEEN BOARD OF TRUSTEE MEETINGS BY LEAD PERSON

Motion by P. Lattiboudere, Seconded by M. Forcella, on recommendation of the Lead Person, authorize Mr. Shawn Heeter, Lead Person, to hire staff during the periods August 3, 2023 through September 7, 2023; with the understanding that these requests for appointments will be brought before the full Academy Charter High School Board of Trustees at the next regularly scheduled board meeting.

Roll Call:

P. Lattiboudere ___Y___ E. Mitchell ___Abs___ A. Franklin-Owens ___Abs___ M. Forcella ___Y___

T. Brennan ___Y___ J. Perez ___Y___ N. Marco ___Abs___

D2. RESOLUTION TO APPROVE SALARY ADJUSTMENTS FOR EMPLOYEES

Motion by P. Lattiboudere, Seconded by M. Forcella, on recommendation of the Lead Person to approve salary adjustments for the following employees, effective September 1, 2023:

Employee	Position	Years of Service	Current Salary	Proposed Adjustment
Matthew Gibson	Science Teacher	16	\$68,242.00	\$73,242.00

Roll Call:

P. Lattiboudere ___Y___ E. Mitchell ___Abs___ A. Franklin-Owens ___Abs___ M. Forcella ___Y___

T. Brennan ___Y___ J. Perez ___Y___ N. Marco ___Abs___

D3. RESOLUTION TO ACCEPT STAFF RESIGNATIONS

Motion by P. Lattiboudere, Seconded by M. Forcella, on recommendation of the Lead Person accept the resignations of Social Studies Teacher Alex Johnson and Science Teacher Jessica Cornish, effective immediately.

Roll Call:

P. Lattiboudere ___Y___ E. Mitchell ___Abs___ A. Franklin-Owens ___Abs___ M. Forcella ___Y___
T. Brennan ___Y___ J. Perez ___Y___ N. Marco ___Abs___

D4. RESOLUTION TO ACCEPT THE HIRING OF SIKIYA ALSTON, SCHOOL TO CAREER COORDINATOR / GUIDANCE COUNSELOR, EFFECTIVE OCTOBER 1, 2023.

Motion by P. Lattiboudere, Seconded by M. Forcella, on recommendation of the Lead Person to approve the appointment of Sikiya Alston, School to Career Coordinator, effective October 1, 2023, at a rate of \$68,000.

Roll Call:

P. Lattiboudere ___Y___ E. Mitchell ___Abs___ A. Franklin-Owens ___Abs___ M. Forcella ___Y___
T. Brennan ___Y___ J. Perez ___Y___ N. Marco ___Abs___

E. Additional Reports and Discussion:

E1. RESOLUTION TO JOIN THE NJSIAA FOR THE 2023-2024 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 2023 - 2024 school year with payment of dues in the amount \$2,500 *Budget Line: 11-000-213-300*

Motion ___P. Lattiboudere___

Second ___M. Forcella___

Roll Call:

P. Lattiboudere ___Y___ E. Mitchell ___Abs___ A. Franklin-Owens ___Abs___ M. Forcella ___Y___
T. Brennan ___Y___ J. Perez ___Y___ N. Marco ___Abs___

E2. RESOLUTION TO ACCEPT AND APPLY FOR THE FY24 IDEA GRANT

WHEREAS, the Board of Trustees of the Academy Charter High School (hereinafter “Board”) has reviewed the Grant Application for IDEA FY 24 in the following amounts:

Basic Grant Award - \$ 59,315

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 ___P. Lattiboudere___

Second___M. Forcella_____

Roll Call:

P. Lattiboudere ___Y___ E. Mitchell ___Abs___ A. Franklin-Owens ___Abs___ M. Forcella ___Y___
T. Brennan ___Y___ J. Perez ___Y___ N. Marco ___Abs___

E3. RESOLUTION TO ACCEPT AND APPLY FOR THE FY24 ESEA GRANT

WHEREAS, the Board of Trustees of the Academy Charter High School (hereinafter “Board”) has reviewed the Grant Application for ESEA FY 24 in the following amounts:

Title I Award	- \$116,181
Title IIA Award	- <u>\$10,050</u>
Total Award	- \$126,231

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 FY23 ESSA Grant Awards for Title I & Title IIA.

Motion ___P. Lattiboudere___

Second___M. Forcella_____

Roll Call:

P. Lattiboudere ___Y___ E. Mitchell ___Abs___ A. Franklin-Owens ___Abs___ M. Forcella ___Y___
T. Brennan ___Y___ J. Perez ___Y___ N. Marco ___Abs___

E4. RESOLUTION TO REFUSE FY24 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 24 in the following amounts:

Title III Award - \$2,943

Total Award - \$2,943

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 refuses to accept and apply for the FY24 ESSA Grant Awards for Title III.

Motion ___P. Lattiboudere___

Second ___M. Forcella___

Roll Call:

P. Lattiboudere ___Y___ E. Mitchell ___Abs___ A. Franklin-Owens ___Abs___ M. Forcella ___Y___
T. Brennan ___Y___ J. Perez ___Y___ N. Marco ___Abs___

E5. RESOLUTION TO JOIN THE NJPCSA FOR THE 2023-2024 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 \$17 per student or \$ 2,975 *Budget Line: 11-000-240-300*

Motion ___P. Lattiboudere___

Second ___M. Forcella___

Roll Call:

P. Lattiboudere ___Y___ E. Mitchell ___Abs___ A. Franklin-Owens ___Abs___ M. Forcella ___Y___
T. Brennan ___Y___ J. Perez ___Y___ N. Marco ___Abs___

E6. RESOLUTION TO JOIN THE NJSBA FOR THE 2023-2024 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 2023-2024 school year with payment of dues in the amount \$ 2,500.

Motion ___P. Lattiboudere___

*Second*___M. Forcella_____

Roll Call:

P. Lattiboudere ___Y___ E. Mitchell ___Abs___ A. Franklin-Owens ___Abs___ M. Forcella ___Y___
T. Brennan ___Y___ J. Perez ___Y___ N. Marco ___Abs___

E7. RESOLUTION TO APPROVE THE 2022-2023 ACADEMY CHARTER HIGH SCHOOL ANNUAL REPORT

WHEREAS, the Board of Trustees has reviewed the 2022 - 2023 Annual Report as prepared by the Director; and

WHEREAS, the Board of Trustees finds the Report to be a factual and accurate depiction of the 2022 - 2023 school year at Academy Charter High School;

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 Annual Report is accepted and approved.
(Attachment #2)

Motion ___P. Lattiboudere___

*Second*___M. Forcella_____

Roll Call:

P. Lattiboudere ___Y___ E. Mitchell ___Abs___ A. Franklin-Owens ___Abs___ M. Forcella ___Y___
T. Brennan ___Y___ J. Perez ___Y___ N. Marco ___Abs___

E8. RESOLUTION TO APPROVE THE EMERGENCY VIRTUAL / REMOTE INSTRUCTION PLAN FOR THE 2023-2024 SCHOOL YEAR

Motion by P. Lattiboudere, Seconded by M. Forcella, on recommendation of the Lead Person to approve the Emergency Virtual / Remote Instruction Plan for the 2023-2024 school year. **(Attachment #3)**

Roll Call:

P. Lattiboudere ___Y___ E. Mitchell ___Abs___ A. Franklin-Owens ___Abs___ M. Forcella ___Y___
T. Brennan ___Y___ J. Perez ___Y___ N. Marco ___Abs___

RECOMMENDATIONS OF THE CHIEF FINANCIAL OFFICER:

F. FINANCIAL

F1. APPROVAL OF MONTHLY FINANCIAL REPORTS

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

Bill’s List for FY22 & FY23 (**Attachment #4**)

Roll Call:

P. Lattiboudere ___Y___ E. Mitchell ___Abs___ A. Franklin-Owens ___Abs___ M. Forcella ___Y___
T. Brennan ___Y___ J. Perez ___Y___ N. Marco ___Abs___

Open Public Forum:

Board Comments:

Announcement

The next Board of Trustees meeting is scheduled for Thursday, September 7, 2023 at 5:30 pm

Adjourn

Motion by P. Lattiboudere, Seconded by M. Forcella, to adjourn at 6:04pm.

Ayes_4___ Nays__0___