

Academy Charter High School

1725 Main Street

Lake Como, New Jersey 07719

Phone (732) 681-8377

THURSDAY, AUGUST 14, 2025 5:30 P.M. 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 Y Perry Lattiboudere
 Y Kerri Darling
 Y Michael Forcella

Y Yadira Sarmiento
 Y Timothy Brennan

Y Shawn Heeter

Y David Block

Open Public Forum: Agenda Items Only

OLD BUSINESS:

NEW BUSINESS:

Mr. Heeter Update – Organization

Mr. Heeter spoke about the ramp up to the school year, in addition to talking about the Virtual Instruction Plan that appears on the agenda for approval. Mr. Heeter then spoke about the access to student schedule via Genesis. Finally, Mr. Heeter reviewed the Annual Report with the board and acknowledged the resignation of Mr. Fowler, thanking him for his time at the school.

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

Mr. Block began by talking to the board about the Beginning of the School Year BBQ being held on Friday, September 12th at 11:00am. He then spoke to the board about the ongoing FY25 Audit and the field testing that has taken place.

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: Michael Forcella	July 1, 2025 to June 30, 2026
Vice-President: Perry Lattiboudere	July 1, 2025 to June 30, 2026

Motion P. Lattiboudere

Second K. Darling

Roll Call:

P. Lattiboudere Y Y. Sarmiento Y K. Darling M. Forcella Y T. Brennan 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 May 1, 2025 & June 26, 2025 (**Attachment #1A & #1B**):

Motion M. Forcella

Second P. Lattiboudere

Roll Call:

P. Lattiboudere Y Y. Sarmiento Y K. Darling M. Forcella Y T. Brennan Y

RECOMMENDATIONS OF THE LEAD PERSON:

C. Actions for 2025-2026 School Year:

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

Motion M. Forcella

Second P. Lattiboudere

Roll Call:

P. Lattiboudere Y Y. Sarmiento Y K. Darling M. Forcella Y T. Brennan Y

C2. 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 Y. Sarmiento Y K. Darling M. Forcella Y T. Brennan Y

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

Motion M. Forcella

Second P. Lattiboudere

Roll Call:

P. Lattiboudere Y Y. Sarmiento Y K. Darling M. Forcella Y T. Brennan Y

C4. 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 Y. Sarmiento Y K. Darling M. Forcella Y T. Brennan Y

C5. Motion to appoint David P. Block the District's Qualified Purchasing Agent, authorization to award contracts up to bid threshold (currently \$53,000 bid threshold) and set quote threshold (\$7,950 quote threshold).

Motion M. Forcella

Second P. Lattiboudere

Roll Call:

P. Lattiboudere Y Y. Sarmiento Y K. Darling M. Forcella Y T. Brennan Y

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

Motion M. Forcella

Second P. Lattiboudere

Roll Call:

P. Lattiboudere Y Y. Sarmiento Y K. Darling M. Forcella Y T. Brennan Y

C7. 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 Y. Sarmiento Y K. Darling M. Forcella Y T. Brennan Y

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

Motion M. Forcella

Second P. Lattiboudere

Roll Call:

P. Lattiboudere Y Y. Sarmiento Y K. Darling M. Forcella Y T. Brennan Y

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

Motion M. Forcella

Second P. Lattiboudere

Roll Call:

P. Lattiboudere Y Y. Sarmiento Y K. Darling M. Forcella Y T. Brennan Y

C10. Appoint Matthew Matsutani as the District's Section 504 Officer.

Motion M. Forcella

Second P. Lattiboudere

Roll Call:

P. Lattiboudere Y Y. Sarmiento Y K. Darling M. Forcella Y T. Brennan Y

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

Motion M. Forcella

Second P. Lattiboudere

Roll Call:

P. Lattiboudere Y Y. Sarmiento Y K. Darling M. Forcella Y T. Brennan Y

C12. 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 Y. Sarmiento Y K. Darling M. Forcella Y T. Brennan Y

C13. 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 Y. Sarmiento Y K. Darling M. Forcella Y T. Brennan Y

D. Personnel

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

Motion by M. Forcella, Seconded by P. Lattiboudere, on recommendation of the Lead Person, authorize Mr. Shawn Heeter, Lead Person, to hire staff during the periods August 14, 2025 through September 4, 2025; 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 Y. Sarmiento Y K. Darling M. Forcella Y T. Brennan Y

D2. RESOLUTION TO ACCEPT STAFF RESIGNATIONS

Motion by M. Forcella, Seconded by P. Lattiboudere, on recommendation of the Lead Person accept the resignations of School Counselor J'haad Fowler, effective September 30, 2025.

Roll Call:

P. Lattiboudere Y Y. Sarmiento Y K. Darling M. Forcella Y T. Brennan Y

E. Additional Reports and Discussion:

E1. RESOLUTION TO JOIN THE NJSIAA FOR THE 2025-2026 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 2025 - 2026 school year with payment of dues in the amount \$2,500 *Budget Line: 11-000-213-300*

Motion M. Forcella

Second P. Lattiboudere

Roll Call:

P. Lattiboudere Y Y. Sarmiento Y K. Darling M. Forcella Y T. Brennan Y

E2. RESOLUTION TO ACCEPT AND APPLY FOR THE FY26 IDEA GRANT

WHEREAS, the Board of Trustees of the Academy Charter High School (hereinafter “Board”) has reviewed the Grant Application for IDEA FY 26 in the following amounts:

Basic Grant Award - \$ 55,880

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 Y. Sarmiento Y K. Darling M. Forcella Y T. Brennan Y

E3. RESOLUTION TO ACCEPT AND APPLY FOR THE FY26 ESEA GRANT

WHEREAS, the Board of Trustees of the Academy Charter High School (hereinafter “Board”) has reviewed the Grant Application for ESEA FY 26 in the following amounts:

Title I Award - \$100,052
Title IIA Award -\$8,073

Total Award - \$108,125

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 FY26 ESSA Grant Awards for Title I & Title IIA.

Motion M. Forcella

Second P. Lattiboudere

Roll Call:

P. Lattiboudere Y Y. Sarmiento Y K. Darling M. Forcella Y T. Brennan Y

E4. RESOLUTION TO REFUSE FY26 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 26 in the following amounts:

Title III Award - \$1,777

Total Award - \$1,777

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 FY26 ESSA Grant Awards for Title III.

Motion M. Forcella

Second P. Lattiboudere

Roll Call:

P. Lattiboudere Y Y. Sarmiento Y K. Darling M. Forcella Y T. Brennan Y

E5. RESOLUTION TO JOIN THE NJPCSA FOR THE 2025-2026 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 \$25 per student or \$ 4,350 *Budget Line: 11-000-240-300*

Motion M. Forcella

Second P. Lattiboudere

Roll Call:

P. Lattiboudere Y Y. Sarmiento Y K. Darling M. Forcella Y T. Brennan Y

E6. RESOLUTION TO JOIN THE NJSBA FOR THE 2025-2026 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 2025-2026 school year with payment of dues in the amount \$3,300.

Motion M. Forcella

Second P. Lattiboudere

Roll Call:

P. Lattiboudere Y Y. Sarmiento Y K. Darling M. Forcella Y T. Brennan Y

E7. RESOLUTION TO APPROVE THE 2024-2025 ACADEMY CHARTER HIGH SCHOOL ANNUAL REPORT

WHEREAS, the Board of Trustees has reviewed the 2024 - 2025 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 2024 - 2025 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 M. Forcella

Second P. Lattiboudere

Roll Call:

P. Lattiboudere Y Y. Sarmiento Y K. Darling M. Forcella Y T. Brennan Y

E8. RESOLUTION TO APPROVE THE EMERGENCY VIRTUAL / REMOTE INSTRUCTION PLAN FOR THE 2025-2026 SCHOOL YEAR

Motion by M. Forcella, Seconded by P. Lattiboudere, on recommendation of the Lead Person to approve the Emergency Virtual / Remote Instruction Plan for the 2025-2026 school year. **(Attachment #3)**

Roll Call:

P. Lattiboudere Y Y. Sarmiento Y K. Darling M. Forcella Y T. Brennan Y

RECOMMENDATIONS OF THE CHIEF FINANCIAL OFFICER:

F. FINANCIAL

F1. 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 –

Bill's List for FY25 & FY26 (**Attachment #4**)

Roll Call:

P. Lattiboudere Y Y. Sarmiento Y K. Darling M. Forcella Y T. Brennan Y

Open Public Forum:

Board Comments:

Announcement

The next Board of Trustees meeting is scheduled for Thursday, September 4, 2025 at 5:30 pm

Adjourn

Motion by P. Lattiboudere, seconded by M. Forcella, to adjourn at 5:50pm.
Ayes 5 Nays 0